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Vol XIV

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President September 10, 1947

SPECIAL BULLETIN

MEETING OF ADVISORY COUNCIL

The Council Advisory to the President will meet in the President's office at three o'clock, Thursday afternoon, September 18.

* * *

SEPTEMBER FACULTY MEETING

All members of the faculty are requested to report to the Little Theater in the Old Science Building at eight o'clock, Monday morning, September 15, for the first faculty meeting of the year.

The academic deans and the department chairmen are asked to be sure that all new faculty members in their colleges or departments are informed about this meeting.

* * *

SPECIAL ASSEMBLY

There will be a special assembly for all faculty members and upperclassmen (above the rank of freshmen) in the auditorium at ten o'clock, Thursday morning, September 18. Classes meeting at that hour will be dismissed.

Faculty members are requested to announce this assembly to their classes before Thursday.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

S Bg 11374

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President September 12, 1947

SPECIAL ANNOUNCEMENT

The Faculty meeting which has been scheduled for Monday morning, September 15th, at 8:00 o'clock will be held in the Auditorium rather than in the Little Theater.

Charles D. Tenney
Administrative Assistant
to the President

CDT:R:mr

SOUTHERN ILLINOIS UNIVERSITY

Office of the President September 20, 1947

SPECIAL BULLETIN TO CHAIRMEN AND DIRECTORS OF

UNIVERSITY DEPARTMENTS AND OFFICES

Under authority of Public Law 697 and in accordance with provisions of the Veterans Educational Facility program, this school is receiving office and classroom furniture for equipping our temporary buildings. Under the same authority we may be eligible to receive appreciable quantities of equipment which you need, costing us only transportation.

On September 27, 1947, we shall apply for a supplement to our Justification of Need for government surplus equipment which was filed and approved in December, 1946. This supplementary request must be approved by a representative of the United States Office of Education. For an approval of a Justification of Need, there must be an acute shortage caused by an appreciably increased enrollment largely made up of veterans.

If there are equipment items which you want and which you believe might be available from government surplus property under these terms, please have a listing of such equipment in the hands of Mr. Robert W. English, who is handling this program for us, by Wednesday, September 24, 1947. Catalogues suggestive of the type of material which may be available can be supplied to you by Mr. English.

Such a request should be made in the following form:

(1) Quantity	(2) Description of the Equipment Type and Size of Each Item Desired	(3) Proposed Use	(4) Quantity on Hand	(5) Number of Veterans by Whom, or for Whom, Equipment Will Be Used
1	Metal Lathe, 10" to 14" swing, 20" to 30" between centers	Physics laboratory	0	50
20	Tablet Arm Chairs	Classrooms	850	300
6	Office Desks	Faculty offices	30	1500

In Column 2, equipment should be described in sufficient detail so that the Federal Works Agency will know what to look for; but permissible ranges of size, capacity, and materials of consctruction should be indicated so that they will not pass over any equipment which will serve our purposes.

Charles D. Tenney,
Administrative Assistant to the President

Office of the President September 22, 1947

SPECIAL BULLETIN

Faculty members are requested to read the following announcement to their classes:

IMPORTANT VETERANS MEETING

There will be an important meeting in the Auditorium at 12:30 P. M. Tuesday, September 23, for all veterans who were registered at Southern Illinois University under Public Law 346 prior to September, 1947. The purpose of this meeting is to complete Veterans Administration forms for payment of subsistence.

Charles D. Tenney
Administrative Assistant
to the President

CDT:mr

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President October 1, 1947

SPECIAL ANNOUNCEMENT

Assembly on Friday, October 3, 1947

Will you please make the following announcement to your classes on Thursday:

A required assembly for freshmen will be held on Friday, October 3, 1947, at ten o'clock A. M. Upperclassmen who do not have ten o'clock classes are urged to attend. The purpose of the assembly is the election of cheer leaders.

Students who wish to try out for cheer leaders should submit their names to Miss Mary Anna Robertson, Sponsor of Girls' Rally, not later than Thursday afternoon, October 2nd., at five o'clock.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

Memo To:

October 7, 1947

The Members of the Faculty
From the Student Life Deans

Since a number of inquiries have come from new faculty to the Student Life Deans about the matters discussed below, this information is being sent out to them. It will also serve to remind faculty who have been here in other years.

STUDENT ABSENCES FROM CLASSES

(The University policy on these matters was stated in the Faculty Bulletin of January 10, 1947. The statement of policy results in the practices listed below.)

1. If a student is absent from class because of illness or quarantine, he is expected to present to the instructor an excuse signed by the University Health Service. These excuses will be given the student only if he has reported his illness to the Health Service on the day of its first occurrence, or if the student's own physician writes a memo on his own stationery to the University Physician. Instructors should ask for such excuses as it is the University's only chance of controlling the spread of communicable diseases.

2. If a student is absent from class for reasons which may be termed "emergency reasons", such as death in the family, important interviews, disciplinary causes, etc., and for other reasons approved by the administration, excuses will be signed by the Dean of Men or the Dean of Women.

3. If trips are to be planned under University sponsorship, such as those taken by classes, music groups, speech groups, etc., the nature of the trips must be approved by the Academic Dean.

   Arrangements, however, for the actual absences of individual students from teachers' classes, other than the instructor's own, must be made with the Student Life Deans at least one week before the trip is to be made. The Student Life Dean will ask a student to obtain written approval for his proposed absence from all of his instructors prior to the trip and to being given permission to be absent from school. The Student Life Deans will provide the students with blanks on which the instructors are to indicate approval or disapproval of the proposed absence.

4. If an individual student wishes to attend a camp, conference, convention, etc., not University sponsored, he must also see the Student Life Dean one week in advance to arrange for his absence. The individual instructors, as in the above instances, will sign approval blanks.

5. It is advisable that all students under twenty-one have permits from parents before making off-campus trips. Such permits will be obtained from parents by the Student Life Deans if the trip is on behalf of the whole University.

No Cut System at Southern

University policy does not provide that students be allowed a specific number of cuts. Generally speaking, students are expected to attend classes. Staying away from class is done at the student's own risk. Insistence on attendance is subject to the discretion of the individual teacher. Students are definitely expected to be present for announced examinations.

Report Excessive Absences to Student Life Deans

The Student Life Deans are VERY MUCH INTERESTED IN YOUR REPORTING TO THEM EXCESSIVE ABSENCES. More often than not, excessive absences indicate a personnel problem which needs to be followed up.

ALL FACULTY ARE REQUESTED, PLEASE, TO REPORT TO THE STUDENT LIFE DEANS:

(a) Scattered Absences which endanger the student's scholastic standing.
(b) Consecutive Absences when the number reaches as many as three.

The Student Life Deans could relate a number of instances when teachers' reporting absences has "saved students" as it were; also times when their not doing so has led to a situation where students supposed to be in school were not attending any classes. Reporting absences is a chore for you, but the Deans having some knowledge of absences is important to effective personnel work. May we have your help in these matters, please?

The Student Life Deans offices will furnish you blanks for reporting absences. Write on the form the student's name, check, and write the dates of absence. This is all that is needed. Mail the information to the Dean of Men or the Dean of Women.

Absences From Final Examination at the End of Term

The catalog, on page 45, states the University's ruling on absences from final examinations. In practically all cases, this ruling will be adhered to strictly. Health reasons for absences from final examinations will be vouched for by the University Physician. Should any other requests for deviation from the rule come to the Student Life Deans or to the instructors, the student's request will be referred to the Academic Dean of the College to whom the instructor in the course is responsible.

PREPARING MID-TERM DEFICIENCY REPORTS

Will you also please plan your course work each term so that you will have a check on the grades of all students at the end of six weeks? You are asked to send to the Dean of Men and Dean of Women the names and mid-term grades of all students with grades below C. Cards will be sent you on which to make these reports. Please send grades in promptly.

If you do not have students with grades below C at the mid-term, please report this fact also.

The Student Life Deans need to have a fairly accurate notion as to whether or not students are meeting the University's scholastic requirements. It is only fair that a student be helped before his poor grades add up to a dismissal from the University. The Student Life Deans try to talk to every student whose grades are not satisfactory, and particularly to those who have more than one deficiency report.

It is the hope of the Student Life Deans that before too long the size of faculty member's teaching loads will permit each faculty counselor's having time to take up the matter of deficiency reports with his counselees.

ATTENTION: RETURN OF PERSONAL AND TEST DATA

Please return immediately to the offices of the Student Life Deans the Data given you at fall registration time concerning individual students whom you did not advise. Keep that of those students you did advise.

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President October 8, 1947

SPECIAL ANNOUNCEMENT

October Faculty Meeting

The October faculty meeting will be held in the Little Theater at three o'clock Thursday afternoon, October 9. The Home Economics Department will be hosts at the tea which precedes the meeting.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President October 14, 1947

SPECIAL ANNOUNCEMENT

Lecture and Demonstration by Paul Manship
Thursday, October 16, 1947, at Eight Fifteen

The following announcement has been submitted by Dr. P. Merville Larson, Chairman of the Lectures and Entertainment Committee, and Mr. Ben P. Watkins, Acting Chairman of the Art Department. We shall appreciate your reading it to your classes before Thursday evening:

"Mr. Paul Manship, distinguished American sculptor, will give a lecture and demonstration Thursday evening, October 16, 1947, at eight fifteen.

"Mr. Manship models a head of someone selected from the audience. His skill as a portrait sculptor will make this a highly interesting event.

"Mr. Manship is recognized by critics as being a master of bronze casting. His understanding of the problems of sculpture and his past accomplishments as a sculptor place him in the top rank of creative artists.

"The public as well as students and faculty members are urged to attend this important presentation. There is no admission charge."

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

F A C U L T Y B U L L E T I N

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 1 October 24, 1947

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HOMECOMING FOOTBALL GAME

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NEW LETTERHEADS

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QUARTERLY AND SPECIAL REQUISITIONS

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ACQUISITION OF SURPLUS PROPERTIES

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PRINTED MATERIALS

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FACULTY ABSENCES FROM THE CAMPUS

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STUDENT HELP AVAILABLE

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TRAFFIC CONGESTION

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

HOMECOMING FOOTBALL GAME

It has been found impracticable to reserve a section for faculty members at the Homecoming football game and the Recognition Service honoring those who helped us achieve university status. The only reservations will be for these special guests.

We hope, nevertheless, that all faculty members will participate fully in this year's Homecoming program and will attend the play Friday night, the game Saturday, and the various other events.

The various offices will remain open as usual Friday and Saturday so that our alumni and other visitors will see the campus in action and be able to renew their contacts. All offices should, however, close promptly Saturday noon.

* * *

NEW LETTERHEADS

Southern Illinois University letterheads are available at the post office. It is requested that only letterheads with our new name be used hereafter. We are retiring the old Southern Illinois Normal University letterheads immediately, and other forms as rapidly as possible. As previously announced, whenever it is still necessary to use them, the word "Normal" should be stricken out. Obviously, it is desirable to establish the use of our new name as a habit as early as possible.

The Duplicating Service is still experiencing difficulty obtaining sufficient mimeograph paper. If anyone who has a supply of paper or old letterheads will turn it in to the Duplicating Service, his help will be appreciated. This is a way to dispose of your old letterheads without waste.

* * *

QUARTERLY AND SPECIAL REQUISITIONS

At the request of the Business Manager, we are printing the following important memorandum from Mr. Charles G. Lanphier, Coordinator for the State Teachers College Board:

"We are getting entirely too many of what all of you call Special Requisitions and I call Regular Requisitions; that is, not Quarterly or Annual.

"I have taken this matter up with one of the business managers and sent the following note which, I am pleased to say, seems to cover the situation according to statements made to me.

" 'There may be, and probably is, an explanation of why, in the last six months of the 64th biennium, we have received such a flood of special requisitions from each of the universities and colleges.

" 'It is my understanding that quarterly requisitions are supposed to cover what might be called the staples in the way of supplies, commodities, etc., and the special requisitions are only for, not exactly an emergency, but for a need that requires special handling.

" 'I believe, from what I have seen in the last year, that most of the schools are not including in their quarterly requisitions all that they should; therefore they are sending a needless number of special requisitions.

" 'It would be greatly appreciated, not only by the co-ordinator but by the departments handling requisitions, if effort would be made by all the business managers and the staffs of the various universities and colleges, to see that their quarterly requisitions are as complete as possible which will eliminate the need for so many special requisitions.' "

"Attached is a copy of a memorandum that this business manager has sent and I think it is so complete that it would be a good idea, if you agree that there is a necessity for reminding the staff of the matter, to see that all concerned receive a memorandum somewhat the same effect as the attached.

"This, in a way, is none of my business but I do believe if the business managers could get better cooperation from the staff and faculty that the work on requisitions would be decidedly decreased and this would result in less work or effort for all of us in Springfield.

"No comments are necessary; take whatever action you see fit."

* * *

ACQUISITION OF SURPLUS PROPERTIES

Some confusion has been caused by the fact that certain agencies of the school have applied to the Federal Government for surplus properties without the knowledge of the Business Manager or of Mr. Robert W. English, to whom we have assigned the responsibility for dealing with such requests. All applications for surplus property should be routed through Mr. English and all bills for transportation or costs must be approved by him.

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PRINTED MATERIALS

Whenever printed or duplicated materials representing the University and intended for off-campus use are circulated, the Office of the President should receive the first three copies. Remember that before printing, the material should be cleared through the Publications Committee, Miss Winifred Burns, Chairman.

* * *

FACULTY ABSENCES FROM THE CAMPUS

The attention of faculty members is called to the Statement of Policy on the back of Notices of Faculty Position, particularly to Section 4 concerning absences from the campus. All requests for absences from regularly scheduled work should be reported on absence cards available in the President's office. Except in case of illness and emergency, this should be done at least ten days in advance.

* * *

STUDENT HELP AVAILABLE

Mrs. Evelyn Rieke, Dean of Girls at University High School, announces that she has the names of a number of girls who have had experience in caring for children and helping with housework. Any faculty members who are interested in obtaining the help of these girls should call Mrs. Rieke at 1185-L.

* * *

TRAFFIC CONGESTION

We appreciate the patience of both faculty members and students in meeting the problems created by the various excavations and building projects now going on. The most acute difficulty has arisen in finding parking space. During the period of traffic congestion, we hope that as many staff members as possible will leave their cars at home.

The State Highway Department has removed Route 51 from Harwood Avenue and the campus.

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President October 28, 1947

SPECIAL ANNOUNCEMENT

Meeting of the Southern Division
of the Illinois Educational Association

All classes will be dismissed on Friday, October 31, for the meeting of the Southern Division of the Illinois Educational Association on our campus. Both teachers and students are encouraged to attend these meetings.

Because Friday classes have been dismissed several times this term, they will meet on Thursday this week and this Thursday's classes will be cancelled instead. Please announce this change in the schedule to your students.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

F A C U L T Y B U L L E T I N

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 2 November 5, 1947

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FACULTY BULLETIN

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KEEP IT SOUTHERN

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ARMISTICE DAY

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NOVEMBER FACULTY MEETING

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FRESHMAN TESTS

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DEPARTMENT OF BUSINESS ADMINISTRATION

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REPORTS ON TRIPS MADE

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CHANGE OF GRADES

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SURPLUS PROPERTY

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RELIGIOUS EMPHASIS WEEK

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

With an educational and administrative staff of well over two hundred this year, it is more than ever desirable to issue from time to time this faculty bulletin which is, of course, the President's effort to get word to all our "family" with the least effort for everyone concerned.

We believe your work will be made easier by familiarity with the contents of each issue. The administration must and will assume that you know its contents.

* * *

KEEP IT SOUTHERN

As an abbreviated form of our name, we should like to encourage the use of the word Southern. Let us avoid S.I.U. and other such abbreviations in favor of Southern. Think over the truly great universities, and I believe you will agree that a single word is generally used: Harvard, Chicago, Michigan, and the like.

* * *

ARMISTICE DAY

The Governor's Office has called to our attention the fact that Armistice Day, November 11, is a legal holiday. School will, therefore, be dismissed and campus offices closed on that day.

* * *

NOVEMBER FACULTY MEETING

The November meeting of the faculty will be held Thursday afternoon, November 13, at three o'clock in the Little Theater. The Industrial Education Department will be hosts at the tea with which the meeting begins.

* * *

FRESHMAN TESTS

It is necessary to give freshman tests to our new students who were not able to take them during freshman week. Dean Marshall S. Hiskey, therefore, requests that the tests be held Thursday morning, November 6. Faculty members are requested to excuse students who must take these tests from their classes that morning. Dean Hiskey will provide all faculty members with a list of these students.

* * *

DEPARTMENT OF BUSINESS ADMINISTRATION

The attention of the faculty is called to the fact that the Department formerly known as Business and Commerce, or simply Business, is now called the Department of Business Administration.

* * *

REPORTS ON TRIPS MADE

This is to inform new members of the staff and to remind old-time members of the staff that following trips made at the expense of the University to meetings and conferences of various kinds, reports are to be submitted to the President. Each report should state the more important results of the trip and should include any ideas and suggestions for the good of the University gained from the trip.

* * *

CHANGE OF GRADES

Miss Marjorie Shank, Registrar, and the academic deans report that there have been an unusually large number of requests by students for changes of grades, re-examinations, and so forth. For the support of faculty members upon whom pressure is put to change grades, the Registrar's following statement of policy is included in this bulletin:

"If for any reason a faculty member's decision to give another examination or otherwise change the grade, other than to correct an error, the change must receive the approval of the chairman of the department and the dean of the college."

* * *

SURPLUS PROPERTY

Attached to this bulletin you will find a list of items of government surplus received in excess of our immediate needs for the temporary buildings being furnished by the Federal Works Agency as veterans educational facilities. If you have need for any of these items, please notify Dr. Charles D. Tenney, Administrative Assistant to the President. If you have previously made a request to Dr. Tenney or to Mr. English, you need not duplicate it, as it is on file and will be considered with other requests for this equipment.

All allocations will be made to departments and all items received will be added to departmental inventories. Since this equipment was acquired at cost of transportation only, there will be no charge against departmental budgets.

Because of the limited quantities available, you should indicate if you are willing to accept substitutes, since obviously all requests cannot be filled exactly as received.

Please file requests before Monday, November 10.

* * *

RELIGIOUS EMPHASIS WEEK

The Religious Emphasis Week Committee, of which Mrs. Evelyn Rieke is chairman, has requested an insertion of the following announcement:

"Religious Emphasis Week will be November 9-14. Three of the leaders from last year will be here again. These are Mrs. Anna B. Mow, former missionary to India and now a member of the faculty in Religious Education at Bethany Biblical Institute in Chicago, the Reverend Clark W. Ellsey, member of the faculty in the Division of Marriage and the Family of Stephens College, and the Reverend Bayard Clark, minister of the Episcopal church in Cape Girardeau, Missouri. The other members of the team are Mrs. Marion T. Nagler, also of the faculty in the Division of Marriage and the Family at Stephens College, and the Rt. Rev. Msgr. Albert R. Zuroweste, Superintendent of Catholic High School, East St. Louis.

"If any faculty member would like to have a member of the team appear in his classes, provided the class does not object, he should fill out the attached card and drop it in the faculty mail box. (The request will go to the academic deans and department heads for approval. The subject matter of the visiting lecturer must, of course, be germane to the field of study being covered by the class. Attendance shall not be required of any student objecting because of his attitude concerning religion. C.F.L.)

"Further biographical material about the leaders follows:

The Reverend BAYARD STOCKTON CLARK: Age 28. Born New Haven, Connecticut. Lived in Philadelphia, Pennsylvania. William Penn Charter School. Harvard '40. Member of the Staff of Lampoon (comic magazine), and the Hasty Pudding Show, two years.
Lived in a family in Sweden, 1937, as a member of the Experiment in International Living, in which he is still active.
Worked for a year and a half after college.
Went to Episcopal Hospital in Philadelphia for Clinical Training under the Chaplain and Staff of the Hospital. Attended Virginia Theological Seminary at Alexandria, Virginia. In charge of a rural mission while at Seminary. Graduated February, 1945. Assistant Minister at St. Peter's Church in St. Louis until April, 1946.
At present Rector of Christ Church, Cape Girardeau, Missouri.
Head of Department of Youth of the Diocese of Missouri.
Wife and two children.

MRS. ANNA MOW (Mrs. Baxter M. Mow). Chicago, Illinois.
Mrs. Mow was born in Virginia. She received her education in Manchester College, Indiana, and in Bethany Biblical Seminary, Chicago. She has the following degrees: M.R.E., B.D., and M.Th. From 1921 to 1923 Mr. and Mrs. Mow did mountain work in Virginia, and also taught in a private high school there. In the fall of 1923 they went to India, Gujarat section. The special work in India was for Mohammedans, but they did many other types of work. They did a good bit of Young People's work in different parts of India and each year attended the Ashram at Sat Tal conducted by E. Stanley Jones.

Mrs. Mow has participated in the National Christian Missions in the cities and also in the Japanese Relocation Centers. She has also been hostess for the various American Christian Ashrams, sponsored by the Department of Evangelism of the Federal Council of Churches of Christ in America, for the past four years.

She is the mother of three children.

Mrs. Mow is now a teacher in the Religious Education Department of Bethany Biblical Institute, Chicago, Illinois.

The Reverend W. CLARK ELLZEY is a graduate of Duke University and has attended Occidental College, University of Missouri, Southern Methodist University, Southeast Missouri State Teachers College, and the University of North Carolina. His studies include Law, Medicine, and Psychiatry, with a major in Sociology. He has lived on both coasts, the Gulf, the Great Lakes, and in 13 states in the South and West. He has had eight years of cattle ranching experience in the Texas Panhandle and directed a summer camp for boys on the ranch for 13 years. He has been an ordained minister in the Methodist Church for 15 years, holding pulpits in North Carolina, Missouri, and Colorado. He has directed the recreational activities of young people at Summer Assemblies in Missouri and Colorado.

Mr. Ellzey studied with Dr. Ernest R. Groves and assisted him in offering the first course in Education for Marriage at Duke University. His thesis was written under D. Hornell Hart and dealt with the counseling activities of ministers in Marriage Education and Relationships. He served as Director of the Western Branch of Marriage and Family Council at Colorado Springs and is a member of the National Conference on Family Relations, the Chapel Hill Conference for the Conservation of Marriage and Family, and the American Social Hygiene Association. He has been lecturer and consultant at Family Life Institutes and for various clubs and conferences in Texas, Oklahoma, Missouri, North Carolina, and Colorado. He was Field

Director for the American Red Cross in service with the Air Forces for two years during the war and is now a member of the faculty at Stephens College, teaching Education for Marriage in the Division of Home and Family. Mr. Ellzey is married and has three children.

The RT. REV. MSGR. ALBERT R. ZUROWESTE, M. A.
Msgr. Zuroweste is Superintendent of Central Catholic High School, East St. Louis, editor of The Messenger, Catholic newspaper of the Diocese of Belleville, 85,000 circulation, and Pastor of the St. Joseph's parish, East St. Louis. He is diocesan Director of Catholic Charities, and a member of the Illinois Welfare Association, with special knowledge and experience in the area of juvenile delinquency. He has had advanced training at Catholic University in Washington, D.C.

He will be on our campus Tuesday and Wednesday, November 11 and 12."

Faculty members who are interested should fill out and return the following form to the Student Christian Foundation or should see Mr. Fount G. Warren:

Request for Religious Emphasis Week Leader

Class _____

Day _____ Time _____

Room _____

Teacher _____

* * *

GOVERNMENT SURPLUS EQUIPMENT

Quantity Available	Item	Description
2	Adding Machines 1--10 bank electric Original Cost: approx. $280.00	Condition: Good
	1--8 bank manual Original Cost: approx. $130.00	Condition: Fair
5	Cabinets, Coat Storage Size 26" wide x 24" deep x 80" high, light oak, single door, with shelf and clothes rod. Original Cost: approx. $ 15.00	Condition: Good
28	Cabinets, Filing 6--Legal size, 4 drawer, wood, dark green finish. Original Cost: approx. $ 25.00	Condition: Good
	2--Letter size, steel, 4 drawer, dark green. Original Cost: approx. $ 20.00	Condition: Fair
	15--Letter size, wood, 4 drawer, dark green. Original Cost: approx. $ 17.50	Condition: Good to Fair
	5--Legal size, 2 drawer, wood, dark green Original Cost: approx. $ 10.00	Condition: Good
11	Cabinets, Index Card 1--3x5" card, wood with sliding metal drawers, single unit, walnut, Mfgr. Globe-Wernecks. Original Cost: approx. $ 3.00	Condition: Good
	10--3x5" card, double unit. (8 dark green, 1 walnut, 1 light oak). Original Cost: approx. $ 4.50	Condition: Fair to Good
7	Cabinets, Multigraph Type 3--6 drawer units, steel, 24" x 19½" x 10" Each drawer 1½" deep and sectioned into 98 type trays. Original Cost: $114.00	Condition: Very Good
	4--4 drawer, wood, 12" x 14" x 10", Project made. Original Cost: approx. $ 18.00	Condition: Fair

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Quantity Available	Item	Description
1	Cabinet, Steel Register 27" wide x 24" deep x 31" high with overtop, roll-away door. This cabinet is equipped with 30 rectangular plates, each having 36 spring clips to hold 3x4" cards, or slips, in place. Original Cost: $391.92	Condition: Good
1	Calculator, Marchant 10 bank electric Original Cost: approx. $400.00	Condition: Good
74	Chairs 20--Executive types, swivel, with arms, light oak. Original Cost: approx. $ 15.00	Condition: Fair
	10--Executive types, swivel, without arms. Original Cost: approx. $ 10.00	Condition: Fair
	24--Typists, swivel, posture. (10 light oak, 4 metal, 10 miscellaneous) finish and material. Original Cost: approx. $ 10.00	Condition: Fair
	20--Straight, wooden. Original Cost: $ 7.50	Condition: Fair
106	Desks 1--Executive, mahogany, 60" x 48" x 30", double pedestal. This is an extra large desk with six drawers on each side. Original Cost: approx. $ 50.00	Condition: Finish marred
	30--Executive, light oak, 60" x 34" x 30", double pedestal. Center drawer, 3 shallow drawers in one pedestal, 1 shallow and 1 deep drawer in one pedestal. Original Cost: approx. $ 75.00	Condition: Good to Excellent
	6--Executive, walnut, 60" x 34" x 30", double pedestal. Original Cost: approx. $ 75.00	Condition: Good
	2--Executive, walnut, 42" x 32" x 30", single pedestal. Original Cost: approx. $ 60.00	Condition: Fair

Quantity Available	Item	Description
	12--Secretary, 8 light oak and 4 walnut finish, 60" x 32" x 30", double pedestal. These desks are equipped with a center drawer, 3 drawers in one pedestal and a recess for a typewriter in one pedestal. Original Cost: approx. $ 75.00	Condition: Fair
	3--Typist, steel, 45" x 34" x 30", single pedestal with fold-away well for typewriter. Original Cost: approx. $ 60.00	Condition: Good
	2--Typist, walnut, 56" x 30" x 30", double pedestal with fold-away typewriter well in center section. Original Cost: $ 60.00	Condition: Good
	30--Flat topped, walnut, 46" x 28" x 30", with typewriter well, with side and rear panels, one horizontal drawer. Original Cost: approx. $ 30.00	Condition: Fair to Good
	20--Flat topped, walnut, 46" x 28" x 30", with side and rear panels, with horizontal drawers. Original Cost: approx. $ 30.00	Condition: Fair to Good
1	Ditto Machine Hand operated Original Cost: approx. $100.00	Condition: Fair to Poor
1	Duplicator, Spirit Hand operated Original Cost: approx. $100.00	Condition: Fair to Poor
24	Hammers 20--Carpenter's Claw Original Cost: approx. $ 1.50	Condition: Good to Fair
	4--Rubber Mallets Original Cost: approx. $ 1.00	Condition: Good

Quantity Available	Item	Description
26	Lockers 1--Single unit, 15" x 18" x 78", steel, with one shelf and hooks. Equipped with latching handles but no locks. Original Cost: approx. $ 6.00	Condition: Fair
	14--Double units, 30" x 18" x 78". Original Cost: approx. $ 12.00	Condition: Fair
	2--Triple units, 45" x 18" x 78". Original Cost: approx. $ 18.00	Condition: Fair
	9--Double units, 48" x 23½" x 80", wood, project built, painted green, each unit 22" square with shelf and coat rod. Original Cost: approx. $ 12.00	Condition: Fair to Poor
1	Mirror Plate Glass, 28" x 60" Original Cost: $ 20.00	Condition: Good
3	Safes, steel, fireproof, with combination locks. Mfgr. The Mosler Safe Co. 1--40" x 27" x 61", weight: approx. 1900#, 2 doors. Original Cost: approx. $600.00	Condition: Excellent
	1--32" x 31" x 68", weight: approx. 1800#, single door. Original Cost: approx. $500.00	Condition: Fair
	1--18" x 24" x 30", weight: approx. 250# Original Cost: $200.00	Condition: Good
30	Staplers Wire, desk type, various makes. Original Cost: approx. $ 1.50	Condition: Fair to Good
77	Trays, desk (letter baskets) for 8½" x 11" paper. 60--Single unit, wood (oak, walnut, gum, or pine). Original Cost: approx. $ .50	Condition: Fair
	12--Two-high units, wood or metal Original Cost: approx. $ .90	Condition: Fair

Quantity Available	Item	Description
	5--Three-high units, wood Original Cost: approx. $ 1.00	Condition: Fair
3	Shoe Shining Stands 18" x 18" x 18", project made, painted gray. Original Cost: approx. $ 3.00	Condition: Fair
4	Stencil Cutting Machines For cutting cardboard stencils to be used in painting signs. 2--for ½" stencils Original Cost: approx. $100.00	Condition: Good
	1--for 1" stencils Original Cost: approx. $125.00	Condition: Good
	1--for 2" stencils Original Cost: approx. $150.00	Condition: Good
20	Tables 1--Wooden, 60" x 35" x 30", walnut, 2 drawers. Original Cost: approx. $ 30.00	Condition: Fair
	2--Steel, 60" x 34" x 30", dark green, no drawers. Original Cost: approx. $ 35.00	Condition: Good
	7--Wooden, 60" x 30" x 30", walnut. Original Cost: approx. $ 25.00	Condition: Fair
	1--Wooden, 56" x 32" x 38", painted gray, 2 drawers. Original Cost: approx. $ 20.00	Condition: Fair
	1--Wooden, 36" x 24" x 30", golden oak, no drawers. Original Cost: approx. $ 15.00	Condition: Good
	2--Wooden, 48" x 30" x 30", dark green, 1 drawer. Original Cost: approx. $ 20.00	Condition: Fair
	3--Wooden, 28" x 22" x 30", light oak, 1 drawer. Original Cost: approx. $ 10.00	Condition: Good
	2--Wooden, 32" x 18" x 28", light oak, 1 drawer. Original Cost: approx. $ 10.00	Condition: Good
	1--Wooden, 25" x 18" x 25", dark green, on rollers. Original Cost: approx. $ 10.00	Condition: Fair

Quantity Available	Item	Description
1	Tape Dispensing Machine For 4" width gummed tape. Mfgr. Nashua Package Sealing Co. Original Cost: $ 52.50	Condition: Fair
28	Typewriters 12--Standard Keyed, 11" carriage, pica, Remington-Rand, Underwood, or L. C. Smith. Original Cost: $ 85.00	Condition: Good to Fair
	2--Standard Keyed, 15" carriage, elite, Underwood. Original Cost: approx. $100.00	Condition: Good to Fair
	4--Corona Portables. Original Cost: approx. $ 60.00	Condition: Good to Fair
	10--Remington 17, 11" carriage, telegraph, used by the Army Signal Corps and equipped with all capital letters. Estimated cost for converting to standard keys is $20.00 per machine. Original Cost: approx. $ 85.00	Condition: Fair to Good
90	Wastebaskets Various colors and materials. Approx. size: 12" diameter x 15" high. Original Cost: $ 2.00	Condition: Fair to Poor

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President November 15, 1947

SPECIAL BULLETIN

CONCERT BY JENNIE TOUREL

The University Entertainment Committee and the Carbondale Community Concert Association will present a concert by Jennie Tourel, star of the Metropolitan Opera, Monday night, November 17, at eight o'clock.

Please announce to your students on Monday that they should call for special admission tickets in the office of the Music Department between eleven and twelve and between one and four o'clock on Monday. Students must present both these tickets and their activity tickets in order to obtain admission to the concert. There is no charge for the special cards.

* * *

THANKSGIVING HOLIDAYS

Classes will be dismissed and campus offices closed during the Thanksgiving holidays, November 27-30. With regard to Saturday classes, department chairmen and deans should, if at all possible, make special arrangements to see that the students are able to enjoy the holiday without missing too large a part of their week's work.

* * *

SPECIAL SHOWING FOR THE FACULTY OF SCENIC FILMS

Our attention has been called by President Will Griffith of the Greater Egypt Association to a special showing for the faculty of a colored film portraying the scenic beauties of Southern Illinois.

Possibly you will want to mark your calendar now for the evening of November 21, for which, we believe, you will receive an invitation soon from the President of the Greater Egypt Association.

Chester F. Lay
President

CFL:T:jc

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President December 13, 1947

SPECIAL ANNOUNCEMENT

December Faculty Meeting

The December faculty meeting will be held in the Little Theater at three o'clock Thursday afternoon, December 18. The Journalism Department will be hosts at the tea which precedes the meeting.

Charles D. Tenney
Administrative Assistant
to the President

CDT:mdr

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President December 16, 1947

SPECIAL NOTICE

VETERANS' SUBSISTENCE PAYMENTS

At the request of Mr. Rolla Winkelmeyer of the Illinois Veterans Commission, we are calling to the attention of faculty members the following announcement in the hope that they will be able to give the information to the veterans in their classes:

"Veterans, who have not received subsistence payments, are advised to see Mr. Winkelmeyer in the Men's Lounge from December 16 to December 19, 1947. He will take these complaints to the Veterans Administrator in Chicago on December 22, 1947."

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

Cop 2

December 18, 1947

TO ALL FACULTY MEMBERS:

The Special Credit Examinations Committee met December 17, 1947, at one o'clock in the Registrar's Office. The Committee reiterates the earlier stated purposes of these examinations.

Special credit examinations were set up for the purposes of allowing credit to mature people, especially veterans, who through experiences and unrecorded training have completed the essential materials of various subjects. The Committee feels that teachers, those who have done special work outside, and others who have been out of school are justified in requesting these examinations.

The committee does not think that these examinations should be approved for students who are just out of high school. The committee will not approve special credit examinations for students who wish to gain credit merely by auditing a class or reading the textbook on the side, and then taking an examination, thus getting credit without doing the regularly required work of the course. Also these examinations may not be used to make up a failed course, as an earlier announcement this fall stated. If the department wishes to excuse the competent student from a particular course, it has the privilege of doing so, but no credit will be allowed.

The student approved for an examination must take it within two weeks of the date of approval in order to obtain credit.

Marshall S. Hiskey
Ted R. Ragsdale
Marjorie Shank

F A C U L T Y B U L L E T I N

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 3 January 7, 1948

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FACULTY MEETING

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ADVISORY COUNCIL MEETING

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MEETING ON LONG TERM PLANNING

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TRAVEL ALLOWANCE

* * *

REPORTS

* * *

ECONOMIC STUDY OF SOUTHERN ILLINOIS

* * *

FINANCING OF ACTIVITIES

* * *

SPEAKERS SERVICE

* * *

MEMORANDA AND NOTICES

* * *

SABBATICAL LEAVES

* * *

DEPARTMENTAL REPORTS ON STUDENT HELP

* * *

ADDITIONS AND CORRECTIONS FOR THE DIRECTORY

* * *

MESSAGE FROM DR. JOHN DALE RUSSELL

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

FACULTY BULLETIN

The January meeting of the Faculty will be held in the Little Theater Thursday afternoon, January 15, at three o'clock. The Department of Mathematics will be hosts at the tea with which the meeting begins.

* * *

ADVISORY COUNCIL MEETING

The Council Advisory to the President will meet in the President's Office Thursday afternoon, January 8, at three o'clock.

* * *

MEETING ON LONG TERM PLANNING

The Long Term Planning Committee will meet in the President's Office Wednesday afternoon, January 7, at four o'clock.

* * *

TRAVEL ALLOWANCE

At the last Board meeting, the presidents joined in requesting that the Office of Registration and Education undertake to secure an increase in allowance for travel by automobile.

Word has been received from Director Frank G. Thompson that employees operating their own cars in state service may hereafter charge six cents per mile for necessary travel for the state, effective December 23, 1947.

* * *

REPORTS

At the suggestion of Dean H. J. Rehn, we are requesting all members of the faculty, who normally are considered as parts of a college, to observe the following procedure in making reports (1) of trips made at school expense in the service of the school and (2) of work done by the departments and divisions of the University (the so called Annual Reports):

All reports should be made in triplicate--one for the Chairman of the department, one for the Dean of the college, and one for the President. A faculty member would have the option, if desired, of preparing three separate reports.

Administrators and others directly responsible to the President will continue to report directly to this office.

ECONOMIC STUDY OF SOUTHERN ILLINOIS

Somewhat less than two years ago an economic study of Southern Illinois was initiatedjointly by Southern and the University of Illinois Bureau of Business and Economic Research, with the cooperation of the State Natural History Survey, the State Geographic Survey, the State Water Survey, and others. The following chapters have now been prepared: (1) History and Culture, (2) Geography, (3) Water, (4) Forest Resources, (5) Power Supply, (6) Roads, (7) Air Transportation, (8) Railway Transportation, (9) Financial Resources, (10) Industries, (11) Agriculture, (12) Recreation, (13) Population, (14) Public Relief.

You are invited to review and criticize any of this material in which you are especially interested. All requests should go to Dean H. J. Rehn of the College of Vocations and Professions, Chairman of our representatives in this fundamental project.

* * *

FINANCING OF ACTIVITIES

Several difficulties have unnecessarily arisen because the Business Office has not been consulted prior to the collection and expenditure of monies for certain departmental and student activities. At the request of the Business Manager, therefore, we are publishing the following important notice for all faculty members in charge of such activities:

"When permission or authorization is given a member of our staff for the performance of some activity involving finances, such permission or authorization will be made subject to clearance with the Business Office as to the method of handling finances."

* * *

SPEAKERS SERVICE

It is proposed that a Speakers Service be set up under the direction of Mr. Raymond H. Dey, Director of Extension, as a part of our adult education program of area service. The Speakers Service will recommend speakers to various off-campus organizations and will serve as a clearing agency for requests for speakers.

If they so desire, off-campus organizations may, of course, continue to make direct contact with faculty members, but it will be appreciated if any speeches made are reported to Mr. Dey as a matter of record. He will endeavor to accumulate and to keep a file of the speakers available and of the topics upon which they can speak.

Organizations often write to the President's Office. Any requests the President cannot handle will be referred to the Speakers Service.

Upon request from our area, Mr. Dey will also arrange with the Chairman of the Speech Department to provide student speakers and student panels and to find faculty interlocutors for the latter.

Wherever possible, the organization requesting a speaker or speakers will be asked to pay transportation expenses. Fees, if any, will be arranged directly by speaker and organizations. Speakers should talk in their own fields by preference, and should always make it clear to their audience that views expressed are their own and not necessarily those of the University.

* * *

MEMORANDA AND NOTICES

This will remind the various officers and staff members of the University that all notices and memoranda sent out through the University post office should be identified with the heading Southern Illinois University, should be dated, and should be over the name of the person distributing them.

* * *

SABBATICAL LEAVES

Any member of the staff who wishes to be considered for a sabbatical leave for the year 1948-1949 must apply in writing to the President's Office before March 1, 1948. Application should be made on the form attached, which is for the convenience not only of those who wish to apply this year but also of those who may be interested within the next few years. Please retain this application form if so interested.

* * *

DEPARTMENTAL REPORTS ON STUDENT HELP

Attached to this bulletin is a form upon which all supervisors of student help should report for the winter quarter. Please follow the instructions on the form and turn it in as requested before January 16, 1948.

* * *

ADDITIONS AND CORRECTIONS FOR THE DIRECTORY

The following corrections and additions should be made in the 1947-48 Directory:

New Faculty Members

Baxter, Joseph R., Apt. 19-A Chautauqua	- - -
Main 2nd Floor	952-K
Borella, Henry M., 207 E. Park	1063-X
Parkinson 3rd Floor	504-X

Foote, Mrs. Florence, Apt. 10-C Chautauqua	- - -
Old Science	1185-K
Ikard, Misanna, 325 E. Jackson	323-K
Attucks	718-L
Lindegren, Carl C., 1310 S. Thompson	412-Y
Old Science	1185-K
Melvin, Mrs. Joseph, R.R. #2, Murphysboro	Rural 39F3
Wheeler Library	395-K
McBride, Mrs. Jenolar, 307 E. Willow	434-X
Attucks	718-L
Morrison, Vernon G., Apt. O-1 Ordnance Plant Carterville, Ill.	- - -
Main 1st Floor	395-X
Troutman, Walter	
Parkinson 1st Floor	952-Y
Yehling, Walter David, 407 West Grand	- - -
Parkinson 1st Floor	952-Y

Additions and Changes in Addresses and Phones

Barber, J. Minnette, 813 S. University	1145-X
Barry, M. Eileen, 516 W. Pecan	688-L
Bolton, Cecil M., 402 W. Mill	1056-KM
Cavender, Thora, 500 W. Walnut	72
Chandler, Stewart C., 607 W. College	660-L
Clark, Marshall Grant, P.O. Box 428	8F13
Correll, Walter K., 507½ W. Main	- - -
Cunningham, Floyd F., 602 N. Bridge	744-X
DuTrain, Viola M., 212 East Pearl	- - -
Farnham, Emily E., 408 W. Main	674-K
Garbutt, Cameron W., 605 S. Washington	1009-K
Hites, Laird T., 306 W. Mill	502-Y
Ingli, Donald A., Apt. 9-C Chautauqua	- - -
Isom, Kathleen, 403 W. Oak	- - -

Matthes, Mrs. Helen, 501 W. Elm	176
Maverick, Lewis A., 701 S. Oakland	460-KM
Moe, Kate E., 516 W. Pecan	688-L
Rector, Mrs. Alice P., R.F.D. #3	- - -
Fulkerson, Elbert, 610 W. Cherry	979-Y
Rodabaugh, Louis D., 709 W. College	653-K
Russell, J. D., 216 E. Green	857-K
Smith, Mrs. Mae T., 208 W. College	613-L
Trulove, Jewell, 805 W. College	643-YM
Tucker, Lowell R., 607 W. Mill	648-X
Turner, Max W., 610 W. Main	36-L
Welch, Walter B., 512 S. Rawlings	759-Y
Witcher, Mrs. Esther, 413 West Monroe	343-K

Changes in Office Phones

Bridges, A. Frank Health Office	189
Johnson, Herbert E. Main 2nd Floor	952-K
Kohler, Richard Industrial Education Department	183-L
Shake, Shelby S. Industrial Education Department	183-L

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MESSAGE FROM DR. JOHN DALE RUSSELL

Members of the faculty will be interested in the following message from Dr. John Dale Russell, Head of the U. S. Division of Higher Education, who spoke at one of the Recognition Ceremony programs at Homecoming:

"Mrs. Russell and I have remarked many times on the pleasure we had in our brief visit to Southern Illinois University. You and Mrs. Lay and the other members of your staff certainly made this an occasion long to be remembered by us. Our only regret is that we had to make the visit so brief."

SOUTHERN ILLINOIS UNIVERSITY

Signature _____ *Department Or Office* _____ *Date* _____

DEPARTMENTAL REPORT ON STUDENT HELP FOR _____ QUARTER OF _____.
(Year)

Department chairmen and other supervisors of student helpers are requested to fill in, and return to the president's office the following report at the end of the first full month of each quarter. For academic departments, a copy should be sent to the Dean of the College.

NAMES OF STUDENT HELPERS	HOURS WORKED PER WEEK	CLASSIFICATION (Freshman, Jr., Grad., etc.)	DESCRIPTION OF DUTIES (INCLUDE DETAILS OF WORK DONE)	(NAMES OF THOSE FOR WHOM WORK IS DONE)

SOUTHERN ILLINOIS UNIVERSITY

Signature _____ *Department Or. Office* _____ *Date* _____

DEPARTMENTAL REPORT ON STUDENT HELP FOR _____ QUARTER OF _____.
(Year)

Department chairmen and other supervisors of student helpers are requested to fill in, and return to the president's office the following report at the end of the first full month of each quarter. For academic departments, a copy should be sent to the dean of the college.

NAMES OF STUDENT HELPERS	HOURS WORKED PER WEEK	CLASSIFICATION (Freshman, Jr., Grad., etc.)	DESCRIPTION OF DUTIES (INCLUDE DETAILS OF WORK DONE)	(NAMES OF THOSE FOR WHOM WORK IS DONE)

SOUTHERN ILLINOIS UNIVERSITY

Signature _____ *Department Or Office* _____ *Date* _____

DEPARTMENTAL REPORT ON STUDENT HELP FOR _____ QUARTER OF _____ *(Year)*.

Department chairmen and other supervisors of student helpers are requested to fill in, and return to the President's Office the following report at the end of the first full month of each quarter. For academic departments, a copy should be sent to the Dean of the College.

NAMES OF STUDENT HELPERS	HOURS WORKED PER WEEK	CLASSIFICATION (Freshman, Jr., Grad., etc.)	DESCRIPTION OF DUTIES (INCLUDE DETAILS OF WORK DONE)	(NAMES OF THOSE FOR WHOM WORK IS DONE)

SOUTHERN ILLINOIS UNIVERSITY
Carbondale, Illinois

Date _____

Application for Sabbatical Leave

(From the Revised Salary Schedule: "Each year...one out of every twenty-five members of the faculty or major fraction thereof may be granted not to exceed a year's leave of absence on half pay for the purpose of attending some institution of higher learning or of otherwise adding to his professional equipment or usefulness, provided that the person shall have already served at least five years.... No person shall receive such a leave oftener than once in seven years. The person granted such a leave, however, shall agree to serve at least two more years in any state-supported institution of higher education in Illinois, and shall give a note with proper security for the amount granted, said note to be cancelled at the end of the two years of service required or at the death of its maker."

Since sabbatical leaves are recommended by the President at the April meeting of the Board, applications must be in the hands of the President by March 1.)

Name _____ Rank _____ Department _____

School year for which leave is requested _____

Purpose for which leave is requested (include place or school to be attended)

_____

_____

_____

Number of years taught at Southern _____ Dates of same _____

Highest degree already earned _____ Graduate credits beyond highest degree _____
(term hours)

Previous leaves with or without pay *(give dates)* _____

_____

_____

Signature of Applicant _____ Date _____

Leave recommended by _____ Date _____
(Signature of Department Chairman)

_____ Date _____
(Signature of Dean of College)

_____ Date _____
(Signature of President)

Cop. 1

January 10, 1948

Faculty:

Your Salary Schedule Committee met Friday afternoon, December 19, at 4 o'clock. In accordance with your vote at the faculty meeting on December 18, the committee has notified the chairman of the Joint Salary Committee of its agreement with:

1. The proposal that newly appointed individuals to the rank of Instructor with no work beyond the Master's degree will not attain permanent tenure in the first seven years unless they do an additional year of graduate work.

2. The proposed changes in our Salary Schedule as follows:

	Present Schedule	Proposed Schedule
Professor	$450 to $550 per mo.	$550 to $650 per mo.
Associate Professor	375 " 475 " "	475 " 575 " "
Assistant Professor	300 " 400 " "	400 " 500 " "
Instructor	250 " 350 " "	350 " 425 " "

We also wrote the chairmen that if any of the provisions recommended jeopardize the acceptance of the schedule, a concession be made in the lower limits; advancing them by a lesser amount, or leaving them unchanged. This, we pointed out, need affect no individual salary adjustment.

The faculty should, of course, be reminded that this committee is concerned only with the new schedule, and not with any actual changes in salary under the schedule, if it were adopted. Such changes as might be made under the new plan would be the business of the administrative officers.

The Salary Schedule Committee

Howard Bosley
Susie Ogden
Joseph Rafalko
Henry Rehn
William Schneider

ma

Southern Illinois University
January 21, 1948

Members of the Faculty:

The Lectures and Entertainment Committee asks your co-operation in announcing to all your classes on January 21 and 22 the program scheduled for the Little Theatre Thursday evening, January 22, 8:00 p.m. Miss Irene Bewley, folklorist from Tennessee, will present a program both entertaining and stimulating.

> Irene Bewley, a native of the foothills of these mountains, brings, in her mountain character portrayals, a picture of life in the Southern Appalachians. Although many of these monologues are written from authentic folk-material from Miss Bewley's own background or from that of people she has known personally, it is not her wish to portray literally any particular character, but rather the spirit of her people as a whole. Recognizing the rapid changes taking place in the Southern Mountains, Miss Bewley has purposely chosen to present, for the most part, the more primitive types which, because they are fast disappearing, are of great value in folk-history.
>
> Although Miss Bewley's entire repertoire is rich in colorful folk-material, the numbers in which mountain versions of stories from the classics appear, are particularly unique.

The Dallas (Texas) News has this to say about her:

> For two hours Irene Bewley held her audience in a spell of enchantment. With only a chair as "Props" she created the atmosphere of a cabin room with its wooden shutter for a window, the crude household furnishings and the gun resting on its pegs.

Other numbers scheduled by the Committee are:

January 29	Mark Van Doren- Ely Culbertson Debate on "Federal World Government"
February 9	Tom Scott, Folk-ballad singer
February 26	Gertrude Lippincott, dancer
March	George Richey, Artist
March 23	Walter Cassel, Baritone
April 12-3	Bonaro Overstreet, Poet-Psychologist

The lecture on astronomy by Dr. A. M. Harding has been cancelled due to his death. The Committee welcomes your suggestion for a suitable substitute in the field of science.

cop. 3.

FACULTY BULLETIN

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 4 January 26, 1948

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GYMNASIUM AVAILABLE FOR WEEKEND RECREATION

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LETTER FROM THE FAIRS

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MILITARY LEAVES FOR STATE EMPLOYEES

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CORRECTIONS FOR THE DIRECTORY

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FACULTY MEETING

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

GYMNASIUM AVAILABLE FOR WEEKEND RECREATION

At the request of Miss Dorothy Davies, Chairman of the Women's Physical Education Department, and Mr. Glenn Martin, Director of Athletics, we are publishing the following announcement:

"The Men and Women's Physical Education Departments are opening the gymnasium Saturday and Sunday afternoons for any student or faculty member to participate in recreational programs. This practice began Saturday, January 24, and will continue for the remainder of the year. Afternoon programs will start at one-thirty o'clock and continue until about five o'clock. The men's gymnasium will be open Saturday morning. There will be a man and woman there as recreational leaders."

* * *

LETTER FROM THE FAIRS

The following letter to the faculty has just been received from Dr. and Mrs. Eugene R. Fair, whose temporary address is A.P.O. 743, c/o Postmaster, New York, N. Y.:

"Etiquette correctly, and rightly, requires the penning of individual thank-you letters to givers of gifts. And so we intend, once on shipboard, to write to the College of Education faculty and the other friends in Carbondale who presented us with the fine camera outfit at our send-off dinner on January 10th. Since such acknowledgment may be somewhat delayed, however, we are taking this earlier opportunity to express our real appreciation and thanks for your gift. We are only gradually beginning to make use of it, after handling it for days literally with kid gloves as one of our most treasured possessions.

"Our sailing has been delayed until this Friday, the 23d, when we embark on the Army transport "Vance" for Bremen and eventually Wiesbaden. Meanwhile we have been luxuriating in hours of rest and the fine, inexpensive meals at the dining hall for dependents. Even without license plates we have re-visited some of our former haunts in and around New York City. Allan has seen his birthplace in Yonkers; we looked in on the private reform school where we spent two years - as instructors, that is! The kids, with their somewhat dizzy father, have been photographed atop the Empire State building, and we had dinner last night with the Sidney Meritzes (Helen Narber) and Thelma Lynn...

"Thanks again, to all of you, for the camera and the long and arduous hours of help so many of you gave in settling our household and other affairs. Success to Southern - and Gesundheit - we'll try to make our foreign language functional soon and write you again from Germany."

* * *

MILITARY LEAVES FOR STATE EMPLOYEES

There have been previously published in this bulletin notices of the State policy of authorizing military leave to State employees, who are members of the Illinois National Guard, the Illinois Naval Militia, or the Reserve Officers Corps of the United States Army and Navy.

We now have a copy of a letter from Governor Dwight H. Green to Mr. Frank G. Thompson, Chairman of our Board, extending this privilege. Governor Green writes as follows:

"Similar privileges shall be extended to members of the enlisted personnel of the Army and Navy Reserve who are State employees and desire to attend field training or training cruises, provided they remain in the employment of the State and they are properly excused for this duty by the Head of the Department.

"Your wholehearted cooperation in this extension to the policy already established is requested."

* * *

CORRECTIONS FOR THE DIRECTORY

The following corrections should be made in the 1947-48 Directory:

Changes in Addresses and Phones

Bicknell, W. C., 500 W. Grand	537-K
Camp, George C., 419 W. Grand	- - -
Roach, Lulu D., 604 S. Illinois	1144-X

Changes in Office Phones

Kohler, Richard Industrial Education Department	18-L
Shake, Shelby S. Industrial Education Department	18-L

Mr. Ingli's Visual Aids' office is temporarily located in the new office building on Harwood Avenue.

* * *

FACULTY MEETING

The regular monthly faculty meeting will be held in the Little Theater at three o'clock Thursday afternoon, February 5. The Music Department will be hosts at the tea with which the meeting begins.

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President February 13, 1948

S P E C I A L N O T I C E

Faculty Meeting Monday

A special meeting of all faculty members is being called in the Little Theater, Monday afternoon, February 16, at three o'clock. Dr. Paul B. Sears, Chairman of the Botany Department of Oberlin College, formerly of the Botany Department of the University of Oklahoma, and author of "Deserts on the March", has just notified us that he will be on our campus Monday and early Tuesday enroute to Mexico. He is appearing as a consultant in connection with the recognition program for our new University status.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

SOUTHERN ILLINOIS
UNIVERSITY LIBRARY

February 23, 1948

TO ALL ADMINISTRATIVE OFFICERS,

MEMBERS OF THE FACULTY, AND OTHER EMPLOYEES

For your information I am attaching copy of "AN ACT to provide for reciprocal allowance of credits for retirement, death and disability benefits between the several retirement systems of the State of Illinois" as passed by the 65th General Assembly under House Bill No. 764, approved August 8, 1947, as contained in the Session Laws of the 65th General Assembly.

I have been informed that the Executive Secretary of the University Retirement System will visit our campus in the near future for the purpose of explaining the operation of this law.

When arrangements for this visit are completed, notice will be given to all members of our staff.

Edw. V. Miles
Business Manager

RECIPROCAL ALLOWANCE

(House Bill No. 764. Approved August 8, 1947.)

AN ACT to provide for reciprocal allowance of credits for retirement, death and disability benefits between the State Employees' Retirement System of Illinois, the University Retirement System of Illinois and the Teachers' Retirement System of the State of Illinois, and for the transfer of certain funds between said systems.

Be it enacted by the People of the State of Illinois, represented in the General Assembly:

SECTION 1. Reciprocity of Credit: Any person who has acquired, or shall acquire, credits or equities toward a retirement annuity, benefit or allowance, or toward a death benefit or disability benefit or annuity, in the form of service or contributions, under the State Employees' Retirement System of Illinois, created by "An Act to provide for the creation, maintenance and administration of a retirement and benefit system for certain officers and employees of the State of Illinois, their dependents and beneficiaries", approved July 23, 1943, as amended; under the University Retirement System of Illinois, created by "An Act to provide for the creation, maintenance, and administration of a Retirement System for the benefit of the staff members and employees of the University of Illinois and of certain other educational and scientific agencies", approved July 21, 1941, as amended; or under the Teachers' Retirement System of Illinois, created by "An Act in relation to a Teachers' Retirement System of the State of Illinois", approved July 17, 1939, as amended, or as created by or continued in Article 2[illegible] of the School Code, approved May 1, 1945, as amended, who terminates his employment in a department, agency or division of the State of Illinois or in a school, college or university in the State of Illinois, covered by any of said systems and becomes employed in a department, agency, division, school, college or university covered by another of said systems, shall be entitled to have applied in such other system all his said credits or equities in accordance with and to the extent set forth in this Act, provided that the same shall not have been waived or forfeited.

SECTION 2. Eligibility for Benefits: Eligibility of any such person for a retirement annuity, benefit or allowance, or for a death benefit or for a disability benefit or annuity, shall be governed by the provisions of the Act creating the system to which the person last made contributions, provided however that said system, in determining such eligibility, shall take into account the entire length of service rendered by such person for which he shall have been granted credit under all of said systems.

SECTION 3. Retirement Annuity, Allowance or Benefit: The total amount of any retirement annuity, allowance or benefit to which any such person shall be entitled, shall equal the combined amounts payable by all of said systems. Excluding any requirement for a minimum period of service, except as provided in Section 2 hereof, each of said systems shall determine the amount of retirement annuity, allowance or benefit to which such person shall be entitled on the basis of the period of service, accumulations or equities to the credit of such person under said system, according to the formula,

standard or method of computation prescribed, for the determination thereof by the Act creating said system. The system to which the person last made contributions shall pay the combined amounts of said retirement annuity, allowance or benefit as thus determined, and such system shall have a claim against the other systems, at the time of retirement of such person, for all contributions made by such person, together with interest accretions held by said other systems to the credit of such person.

SECTION 4. Death Benefits: The amount of any death benefit payable on account of the death of any such person shall be that provided by the Act creating the System to which the contributions were last made by such person, plus an amount equal to the accumulated contibutions, together with interest accretions, which have been paid to the other systems by said person, provided such accumulated contributions were payable as a death benefit under such other systems. The system to which the person last made contributions shall pay the total amount thereof covering service rendered in all systems, and upon payment of said amount, the system having made said payment shall have a claim against the other systems for all such accumulated contributions together with interest accretions held to the credit of such person in the other systems.

SECTION 5. Disability Benefits: The amount of any disability benefit to which such person may be entitled, and the aggregate period during which it shall be payable shall be determined by the provisions of the Act creating the system to which the employee is a contributor at the time of occurrence of disability, after taking into account, in accordance with the method of computation and under the conditions prescribed in said Act, the applicable credits for service or other purposes of such person in said other systems.

SECTION 6. Concurrent Employment: The rights and benefits of a person who is concurrently a contributor to two or more of said systems shall be limited and determined by the provisions of the Act from which said person receives the greatest portion of his compensation, or if such person receives the same amount of compensation and is a contributor to two or more systems, then by the Act elected by such person. The system liable to such person for the payment of benefits under this section shall have a claim for the contributions of such person made to the other systems, and the other systems shall pay the amount of such contributions upon demand.

SECTION 7. Discharge of Liabilities: The payment to any person of any retirement annuity, allowance or benefit, or of any death benefit or any disability benefit or annuity in accordance with the provisions of this Act, shall constitute a full and complete discharge of all of said systems for such liability.

SECTION 8. Outside State Employment: Notwithstanding any provision in this Act to the contrary, in no event shall service of any person be accredited by any system more than once, nor shall concurrent credit be allowed for any of the purposes of this Act, under more than one system, for the same service rendered by any person covered by the provisions of this Act.

F A C U L T Y B U L L E T I N

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 5 February 27, 1948

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X-RAYS

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RED CROSS FUND DRIVE

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RECOGNITION OF THE UNIVERSITY IN RESEARCH PUBLICATIONS

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UNIVERSITY TRAVEL IN UNIVERSITY-OWNED CARS

* * *

SMOKING ON THE CAMPUS

* * *

ADDITIONS AND CHANGES IN ADDRESSES AND PHONES

* * *

1948 COMMITTEE LISTS

* * *

SPECIAL COMMITTEES 1948

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

X-RAYS

The State health laboratories will have their mobile X-ray units on the campus from Monday, March 1, to Friday noon, March 5. Students, faculty members, employees, and their families may report to the Health Service for assignments for lung X-rays. There is no charge for this service.

* * *

RED CROSS FUND DRIVE

Mr. Leland P. Lingle, a member of the Committee on Community and Regional Service, has been designated to head the annual campaign of the Red Cross for funds on our campus. Mr. Lingle and his fellow workers will soon make contact with faculty members. Your cooperation with them will be appreciated.

* * *

RECOGNITION OF THE UNIVERSITY IN RESEARCH PUBLICATIONS

Our attention has been called to the possibility of giving recognition to Southern Illinois University in papers, monographs, or books published as a result of University grants of time or money for research.

We shall appreciate it if a footnote is added to such publications in the following form: "The preparation of this paper was made possible in part through a research grant to the writer from Southern Illinois University".

* * *

UNIVERSITY TRAVEL IN UNIVERSITY-OWNED CARS

The Business Manager requests that we place in the bulletin his following statement concerning travel in University-owned automobiles:

"Arrangements for travel in University-owned automobiles should be made with the Director of the Physical Plant.

"University cars will be filled with gasoline and oil when assigned to departments and offices using such cars, and it will be necessary for the cars to be returned filled with gasoline and oil. Any member of our staff who wishes to use the University cars for travel may obtain from the Business Office a letter of credit which will enable the traveler to obtain on credit gasoline, oil, and other necessary auto supplies.

"It will be necessary, however, for the traveler to locate the filling station owners who are willing to extend credit to the University. When credit is obtained, the filling station operator will be required to prepare three copies of an invoice showing the following information:

1. Date of purchase.
2. Model and license number of car serviced.
3. Name of University department to be charged.
4. Name of traveler.
5. Itemization of supplies and services rendered together with cost, less federal excise taxes.

"These invoices should then be approved and signed by the traveler. One copy should be sent directly to the University Purchasing Agent by the filling station operator. One copy should be forwarded to the University Purchasing Agent by the traveler and one copy maintained by the filling station operator.

"Since, in many instances, a complete trip can be made without the purchase of additional gasoline and oil, it is suggested that the purchasing necessary to replace the gasoline and oil used by the traveler be made in Carbondale. This will expedite the handling of the invoices."

* * *

SMOKING ON THE CAMPUS

The Physical Plant has called to our attention the fact that smoking in the buildings where there are wooden floors is very dangerous but that attempts to regulate student smoking have been to some extent nullified by faculty members who smoke in these buildings. Obviously, both students and faculty members should observe the same rules, and we shall appreciate the cooperation of the faculty in this respect.

* * *

ADDITIONS AND CHANGES IN ADDRESSES AND PHONES

Cunningham, Floyd F., 710 W. College	522-K
Dorsey, Mae, 605 W. College	555-L
DuFrain, Viola, 212 E. Pearl	1095-L
Dykhouse, Claude, 914 N. Bridge	949-L
Lay, Chester F., Staff House No. 3 "Illinois Ordnance Plant", Carterville, Illinois	Carbondale 1000 Ext.83
Randle, William, 305 W. Harwood	408-Y
Scott, John W., 518 W. Grand	- - -
Shuman, Helen A., c/o Mrs. Milton McLean, 406 Keokuk Avenue, Lincoln, Illinois	

CHANGES IN OFFICE PHONES

Agriculture Office, 1216 S. Thompson	187-X
Ingli, Donald A. Audio-Visual Aids Service	1176-X
Lindegren, Carl C. Department of Biological Science & Research	1176-Y

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1948 COMMITTEE LISTS

The list of Standing Committees for 1948 was distributed at the February faculty meeting. Any members of the staff who did not receive copies may ask for them at the President's Office.

Attached to this bulletin is a list of Special Committees now serving.

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SPECIAL COMMITTEES 1948

1. Faculty Salary Schedule

Dr. Henry J. Rehn, Chairman
Dr. Howard E. Bosley
Miss Susie Ogden
Dr. Joseph S. Rafalko
Dr. William B. Schneider

2. Committee to consider the redesigning of the University seal

Mr. Ben P. Watkins, Chairman
Dr. Robert D. Faner
Mr. E. G. Lentz
Dr. Ted R. Ragsdale

3. Committees to explore the possibilities of conferences relative to the function and responsibilities of our new University Status

a. Steering Committee

Dr. Chester F. Lay, President
Dr. T. W. Abbott, Dean
Mr. Raymond H. Dey, Director
Dr. Marshall S. Hiskey, Acting Dean
Dr. Henry J. Rehn, Dean
Dr. Willis G. Swartz, Chairman, Graduate Studies Committee

b. Committee for Conference on Teaching

Dr. T. W. Abbott, Chairman
Mr. Raymond H. Dey
Dr. Marshall S. Hiskey
Dr. Henry J. Rehn
Dr. Willis G. Swartz

c. Committee for Conference on Research

Dr. Willis G. Swartz, Chairman
Dr. Harold E. Briggs
Dr. Willard M. Gersbacher
Dr. Marie A. Hinrichs
Dr. Joseph K. Johnson
Dr. Maurits Kesnar
Dr. Lewis A. Maverick
Dr. W. C. McDaniel
Dr. J. W. Neckers
Dr. J. W. Scott
Dr. Lowell R. Tucker
Dr. Walter B. Welch

d. Committee for Conference on Area Service

Mr. Raymond H. Dey, Chairman
Dr. W. C. Bicknell
Dr. Floyd F. Cunningham
Dr. Dorothy R. Davies
Dr. Merville Larson
Mr. Glenn Martin
Dr. Vera L. Peacock
Dr. William B. Schneider
Mr. Robert A. Steffes
Mr. Fount G. Warren
Mr. Ben P. Watkins
Miss Lucy K. Woody
Dr. Otis B. Young

4. Committee to consider Southern's participation in the State-wide Cooperative Secondary Schools Curriculum Revision Program

Dr. Marshall S. Hiskey, Chairman
Mr. Raymond H. Dey
Dr. Claude J. Dykhouse
Mr. Dilla Hall
Mr. Fount G. Warren

5. Committee on Public School Reorganization

Dr. Howard E. Bosley, Chairman
Dr. Marshall S. Hiskey
Mr. Willis E. Malone
Dr. Victor Randolph
Mr. Fount G. Warren

Consultants - School Reorganization Committee

Mr. George Bracewell
Mr. R. Jean Fligor
Dr. Earl R. Hall

6. Committee to Consider Thompson's Woods Area

Dr. Lowell R. Tucker, Co-Chairman
Dr. William Neal Phelps, Co-Chairman
Mr. Stewart C. Chandler
Dr. Marie A. Hinrichs
Dr. Victor H. Beinke
Mr. William M. Marberry
Mr. Irvin Peithman

SOUTHERN ILLINOIS UNIVERSITY
Office of the Registrar
CARBONDALE, ILLINOIS

March 2, 1948

FINAL EXAMINATION SCHEDULE

Tuesday, March 9

8 o'clock classes 8:00
English 102. . . . . .11:00
12 o'clock classes 2:00

Wednesday, March 10

9 o'clock classes 8:00
Government 101 . . . . . 11:00
1 o'clock classes 2:00

Thursday, March 11

10 o'clock classes 8:00
History 102 . . . . . .11:00
2 o'clock classes 2:00

Friday, March 12

11 o'clock classes 8:00
Sociology 101 . . . . . .11:00
3 o'clock classes 1:00

All examinations will begin at the hours scheduled above and will run for two clock hours, except for classes that meet only one or two hours a week. Examinations for these will begin at the end of the two-hour examinations and will run for one clock hour. This arrangement is necessary to dovetail three and two-hour courses that meet at the same period.

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President March 2, 1948

SPECIAL NOTICE

MARCH FACULTY MEETING

The regular monthly faculty meeting will be held in the Little Theater at three o'clock Friday afternoon, March 5. The Department of Physical Education for Men will be hosts at the tea with which the meeting begins.

Because of the lecture demonstration by George Richey scheduled for the Little Theater at four o'clock on Thursday, the meeting has been moved ahead a day to Friday. It is hoped that it can be quite short.

SPRING TERM REGISTRATION 1948

Upon recommendation of the Committee on Admissions, Registration and Scheduling and the Council Advisory to the President, a one-day registration has been approved for the spring term. General registration will begin at eight o'clock Monday morning, March 22. Faculty members are asked to report to the Men's Gymnasium at seven-thirty o'clock Monday morning to register students working during registration. Classes will begin on Tuesday, March 23.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

SOUTHERN ILLINOIS NORMAL UNIVERSITY

Office of the President

To the Faculty, Staff and Employees of Southern:

Southern is to have the privilege of presenting Lt. Gen. John R. Hodge, commanding officer of United States military and occupation forces in Korea, in a public address in Shryock Auditorium Friday evening, March 14, at 8 o'clock.

I hope that all of you will be able to attend, for I am sure that General Hodge will have a message of considerable consequence to give us.

It is a great honor for Southern to be instrumental in giving the people of Southern Illinois the opportunity to hear one of her most distinguished sons. I think your neighbors and friends who are not associated with the University would appreciate it if you invite them to come with you.

Cordially

Chester F. Lay

CFL:ld

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President March 24, 1948

S P E C I A L B U L L E T I N

Classes will meet as usual and all campus offices will be open Good Friday, March 26.

The spring vacation, which formerly came at Easter, has already been held and the University is required to hold classes for a certain number of days each year.

The Training Schools which are part of the University will also remain in operation on Good Friday, since they too observed the recent spring recess.

Chester F. Lay
President

CFL:T:jc

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President March 26, 1948

S P E C I A L B U L L E T I N

Dr. Vera L. Peacock, Chairman of the Department of Foreign Languages, calls attention to the schedule of Mrs. Mary Agnes Starr, diseuse and interpreter of French Canadian folk songs, who will visit the campus Wednesday, March 31. Mrs. Starr will give a lecture-recital of French Canadian songs and stories in costume at 8:15 o'clock in the Little Theater. Students and the general public are invited to attend. She will also speak to French and Music classes during the day and will demonstrate her auto harp which she uses for accompaniment. Students are welcome to visit any of the classes which she will address.

Mrs. Starr's schedule is as follows:

8:00 Talk to French 103, Foreign Language House.

9:00 Talk to French 304 and French 153, Foreign Language House.

11:00 Talk to Music 338, Left Stage, Auditorium.

12:00 Talk to French 103, Foreign Language House.

2:00 Talk to Music 100, Auditorium.

6:00 Informal dinner in south room of Cafeteria for all students and faculty members who wish to attend.

8:15 Lecture-Recital, "The Voyageurs in Song and Story", Little Theater. Open to the public.

Students or faculty members who are interested in the talks to classes during the day will be welcome to attend. Conferences with individuals may be arranged during the afternoon.

It will be appreciated if faculty members will call Mrs. Starr's visit to the attention of the students in their Tuesday and Wednesday classes.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

BULLETIN TO FACULTY MEMBERS FROM THE PLACEMENT SERVICE:

During the last two weeks we have received a great number of request for teachers. Each day will bring additional requests as we are now entering the usual spring and summer hiring season. This means that sets of credentials for our seniors and graduate students should be available and ready for mailing.

Considerable time was spent this year in registering the seniors in the College of Education, the groups being registered according to their field of major study when their peculiar problems could be discussed in detail. We have ample evidence that these seniors understand the function and workings of this office. In spite of this, however, there are a great many seniors who have only one or two recommendations, and in some cases none, when we are attempting to follow the general policy of furnishing four statements, a policy followed by most university placement agencies. Some of this shortage of recommendations is due, we know, to negligence on the part of the senior concerned. Some, however, may be due to the fact that instructors become more than busy with their regular teaching duties, their committee work, and recently the extra work due to the ending of the Winter Quarter and fail to write the recommendations which have been requested by seniors.

We here in the Placement Office will very much appreciate receiving recommendations concerning seniors, in case some such requests have been postponed. We attempt to type eight sets of credentials for each person registering with this office, which means that even after we receive the recommendation there is still much work to be done. School administrators, too, due to their many frustrations in attempting to secure good teachers in this time of critical teacher shortage tend to criticize a little more quickly than in normal times. Even though we did receive over 2400 vacancy notices last year, with only about 170 seniors wanting positions, it is still necessary to handle each vacancy with just as much attention as we would do in a time of a teacher surplus. Credentials with only one or two recommendations do not make a good impression on any school administrator.

Some of our newer faculty members have asked me just what is wanted in a recommendation. I would certainly rather let the instructor make this decision as, in my estimation, better results are secured in this manner. I would like to mention that nearly every recommendation that comes to this office from our faculty shows that the writer was unusually conscientious when writing the statement, in spite of the fact that in many cases this same instructor had been called on by a number of other seniors. I might also add, however, that blanks which are returned to this office with just the twelve characteristics at the top marked do not give as good a picture of the candidate as when several paragraps are also included.

I do not wish to give the impression in the above that we are far behind in our work of registering seniors. Last week I had a chance to learn of the work of the U. of Illinois and of Western, and we are considerably ahead of them. We are not as far along, however, as we would like to be.

Raymond H. Dey, Director
Placement Service

SOUTHERN ILLINOIS UNIVERSITY
April 3, 1948

In the preparation of next fiscal year's budget this calendar is proposed:

April 15	Budget forms from the Accounting Office to all fiscal officers of departmental appropriations.
April 20	Meeting of the Budget Committee to consider the Business Manager's statement of estimated income for the fiscal year.
April 24	Fiscal officers of departmental appropriations return budget forms to the Accounting Office.
April 30	Business Office presents to the Budget Committee recapitulation of budget requests.
May 7	Meeting of Budget Committee to examine requests of fiscal officers. (Probably several meetings will be necessary.)
?	Meetings of Budget Committee for the conduct of hearings on budget requests. (Probably several meetings will be necessary.)
?	Meeting of the Budget Committee for the preparation of the report to the President.
May 25	Budget Committee's report to the President.

INTERNAL BUDGET COMMITTEE

ma

Cop. 3

F A C U L T Y B U L L E T I N

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 6 April 6, 1948

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APRIL FACULTY MEETING

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CHANGES IN ADDRESSES AND PHONE NUMBERS

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COMMITTEE ASSIGNMENTS

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LETTERS AND NOTICES

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GOVERNMENT SURPLUS PROPERTY

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PSYCHOLOGICAL CLINIC

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STUDENT HELP FUNDS

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COMMITTEE AND DEPARTMENTAL REPORTS

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

APRIL FACULTY MEETING

The regular monthly faculty meeting will be held in the Little Theater at four o'clock Thursday afternoon, April 8. The Department of Physical Education for Women will be hosts at the tea with which the meeting begins.

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CHANGES IN ADDRESSES AND PHONE NUMBERS

Bicknell, W. C., 500 W. Grand	357-K
Bischof, Ledford J., Apt. 11-A Chautauqua	715-K
Camp, George C., 419 W. Grand	854-Y
Clark, Mrs. Martha M., R.F.D., Box 428	8F5
Colp, John L., Carterville	7F14
DeHass, Pauline, Home Management House	192-L
Drummond, Lorena, 1117 Walkup	- - -
Dykhouse, Claude, 402 W. Grand	591-W
Ervin, Kenneth A., Apt. 25-C Chautauqua	- - -
Fligor, R. J., Route 1, Box 435	20F31
Gallegly, Robert L., 802 S. Illinois	1103-K
Hodges, Harlan, Chautauqua Housing Project	- - -
Ivanuck, Theresa, 512 S. Beveridge	665-X
Johnson, Joseph K., 808 W. College	128-YM
Kaeiser, Margaret, Apt. 20-B Chautauqua	- - -
McNeill, Mary Lou, 718 S. Forest	265-Y
Spradling, Zita, 409 W. Main	580-L
Starck, Helen, 409 W. Main	580-L
Turner, Robert C., Route 2	30F5

Changes in Office Phones

Buboltz, Van A. Dean of Men's Office	746-Y

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COMMITTEE ASSIGNMENTS

Acting Dean Marshall S. Hiskey has been added to the Advisory Committee on Long Term Planning.

Mr. John D. Mees has been added as Chairman to the special committee to consider Southern's participation in the State-wide Cooperative Secondary Schools' Curriculum Revision Program.

A special committee on buildings has been appointed, with Mr. Raymond H. Dey as chairman and with Dr. Orville Alexander, Mr. W. G. Cisne, Mr. Glenn Martin, Dr. W. C. McDaniel, Mr. Edward V. Miles, Jr., and Dr. J. W. Scott as the other members.

A steering committee for Hospitality Week End has been appointed, with Miss Lorena Drummond as chairman and with the following additional members:

Dean Henry J. Rehn	Miss Maxine Vogely
Dean T. W. Abbott	Mr. Lewis Waters
Dean Marshall S. Hiskey	Miss Frances Barbour
Miss Marjorie Shank	Miss Velma McCormick
Miss Helen Shuman	Mr. Tom Middleton
Dr. Orville Alexander	Miss Marian White
Mr. Raymond H. Dey	Miss Doris Sewell
Dr. Dorothy Davies	Mr. Fred Senters
Mr. Leland P. Lingle	Mr. Robert Steffes
Mrs. Mabel Pulliam	Miss Joan Fairbairn
Miss Kinuye Jitodai	Dr. William Pitkin

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LETTERS AND NOTICES

This will again remind the various officers and staff members of the University that all letters and notices concerning the affairs of the University should be identified with the heading Southern Illinois University, should be dated, and should be over the name of the person distributing them. The titular signature of a letter should correspond to the function; e.g., if the person distributing it is writing as committee chairman he should not sign his name as department chairman, but as "Chairman of _____ Committee".

* * *

GOVERNMENT SURPLUS PROPERTY

We have recently received word from the Federal Works Agency that we must preserve great care in retaining custody of government surplus property allocated to Southern for the purpose of educating veterans. All members of the staff who have such surplus property assigned to them are hereby advised of the prohibition against selling or trading it.

* * *

PSYCHOLOGICAL CLINIC

The following notice has been submitted by Dr. W. A. Thalman:

"The Spring Term Psychological Clinic sponsored by the Child Guidance Clinic of the University and the Illinois Institute for Juvenile Research will be held on the Wednesday and Thursday, April 7 and 8. Dr. Harry Segenreich and Miss Mary Sullivan from Chicago will serve as the consultants. The diagnostic studies are made in the morning and in the afternoon cases will be staffed and recommendations made. In addition to these staffings, there will be special seminars at three o'clock on both afternoons. This is the forty-eighth clinic to be conducted on this campus. All staffings and seminars will be held in Room 101, Main Building. Copies of the complete schedule will be found on the campus bulletin boards."

* * *

STUDENT HELP FUNDS

All heads of offices and chairmen of departments are urged to exercise care not to exhaust prematurely the money allotted to them for student help this year. Few, if any, requests for additional funds for student help can now be honored, since personal services monies must be reserved primarily for additional faculty members and employees and for normal increments in salary which are to be made next year. Plan to keep within your present student help budget.

* * *

COMMITTEE, DEPARTMENTAL, AND INDIVIDUAL REPORTS

This is to remind chairmen of committees and departments that committee reports covering the activities of their agencies from June, 1947, to January, 1948, have been several times requested. If yours has not yet been turned in to the office of the President, please forward it <u>at once</u> or arrange with Dr. Tenney the date for reporting.

Faculty members have also been asked to submit individual reports for this same period, as well as reports for the Association of American Universities. If for any reason you do not have copies of the forms used, please apply to Mrs. Pitkin in the President's Office. Prompt returns will be appreciated.

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President April 8, 1948

S P E C I A L B U L L E T I N

Faculty members are requested to announce to their classes the appearance of Bonaro Wilkinson Overstreet, distinguished poet, psychologist, and author, at a special assembly at ten o'clock Monday morning, April 12. Mrs. Overstreet is being presented under the sponsorship of the University Lectures and Entertainment Committee. All students are requested to attend, and ten o'clock classes will be dismissed for the purpose. The public is invited.

Mrs. Overstreet will also address an informal gathering at Anthony Hall Saturday evening at seven-thirty o'clock. The subject of her discussion will be student problems, and all those interested are invited.

She will also speak to the Carbondale Woman's Club at two-thirty o'clock Monday afternoon.

Chester F. Lay
President

CFL:T:jc

New faculty for summer:
Clark [illegible] math.
Mrs [illegible] [illegible]dale
M. Storey
Mrs Wilson committee.

Mr. Wilson - assist Dr Bailey
rural training building up
Mrs Marshall Clark - pt time Eng. Dept
R Kelley.

cop. 1

April 21, 1948

To Members of the Faculty:

As one of the social events of Hospitality Week-End, the Student Council is sponsoring a free, all-school dance and party featuring Tommy Lawson and his orchestra. The Dance will be held in the Old Science Gym; games will be in the Little Theatre; refreshments will be served also. The time for all this fun and frolic is 8:00 to 11:00 p. m. this coming Friday, April 23rd.

We hope that you and your wife or husband, if you have one, will accept our invitation to attend this dance and party and help make this Hospitality Week-End a big success.

Cordially yours,

Joan Fairbairn Terrell

Joan Fairbairn Terrell
President, Student Council

JFT:mw

SOUTHERN ILLINOIS
UNIVERSITY LIBRARY

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President April 22, 1948

S P E C I A L B U L L E T I N

RECEPTION FOR BOARD MEMBERS AND UNIVERSITY FACULTY

The Social Committee, of which Miss Lucy K. Woody is Chairman, has the following important announcement for the faculty:

"The Teachers College Board will hold its spring meeting at Southern on May 3.

"On the evening of Sunday, May 2, a six o'clock dinner at Anthony Hall has been planned for the Board Members and the Presidents of our sister institutions.

"At eight o'clock a reception (Informal) for faculty members and their husbands or wives will be held at Anthony Hall in order that our visitors may meet and visit with our Faculty.

"We hope that you will be present."

Chester F. Lay
President

CFL:T:jc

cop. 2

SOUTHERN ILLINOIS UNIVERSITY

Dear Faculty Member:

You will be given an opportunity during the week of April 26-May 1, to contribute to the annual W.S.S.F. drive on this campus.

We realize that the faculty has already been subjected to all sorts of appeals for worthy causes, but we feel that we would not be playing fair with needy students in war-torn countries, if we did not at least give you an opportunity to contribute to this great cause.

When you are approached by a colleague in the next few days, it will be in the nature of a reminder, and not an effort to high pressure you into contributing. Just let your conscience be your guide in the matter.

W. G. Swartz, Faculty Sponsor
W.S.S.F.

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President April 27, 1948

S P E C I A L B U L L E T I N

Dr. Marie A. Hinrichs, Director of the Health Service, desires students and members of the staff to be notified that a series of three Typhoid Vaccinations will begin on Thursday, April 29, 1948. Those wishing to begin this series should report to the Health Service from nine to twelve in the morning or from one to four in the afternoon of that date. Anyone needing Booster Typhoid or Smallpox Vaccinations may receive them at this time.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President May 5, 1948

S P E C I A L B U L L E T I N

Faculty members are requested to make the following announcement to their classes:

Miss Marjorie Shank, Registrar of the University, states that all Public Law 346 veterans who plan to attend the summer session are requested to attend a meeting in the Auditorium at 12:30 on Thursday, May 6, to fill out Veterans Administration registration blanks for the summer term. There will also be a meeting at 4:00 in the Auditorium to take care of men who cannot attend the noon meeting.

Charles D. Tenney
Administrative Assistant
to the President

CDT:vf

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President May 5, 1948

S P E C I A L B U L L E T I N

MAY FACULTY MEETING

The regular monthly faculty meeting will be held at three o'clock Thursday afternoon, May 6, in the Little Theater. The Department of Physics and Astronomy will be hosts at the tea with which the meeting begins.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

May 14, 1948

Dear Faculty Member,

You are cordially invited to attend the Honor's Day Program, May 20, 10:00 a.m., in the Auditorium. The guest speaker for the program is Dr. William B. Schneider of the English Department.

You are also invited to attend the tea held at Anthony Hall immediately following the program at 11:00 a.m.

Sincerely yours,

STUDENT COUNCIL

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President May 17, 1948

SPECIAL BULLETIN

HONORS DAY PROGRAM THURSDAY

All members of the student body and faculty are requested to attend the annual Honors Day Program which will be held Thursday morning, May 20, at ten o'clock in the auditorium. Ten o'clock classes will be dismissed for this program.

Immediately following the program, there will be a reception for parents of Honors Day students in Anthony Hall. All faculty members are urged to come.

ADVISORY COUNCIL MEETING

The Council Advisory to the President will meet Thursday afternoon, May 20, at three o'clock in the President's office.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President May 21, 1948

SPECIAL BULLETIN

NOTICE TO STAFF MEMBERS AND STUDENTS

Since May 30, Memorial Day, falls on a Sunday this year, Monday, May 31, is being observed as a legal holiday. On May 31, therefore, classes will be dismissed and University offices will be closed.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

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May 24, 1948

TO ALL ADMINISTRATIVE OFFICERS, FACULTY MEMBERS, AND NON-ACADEMIC EMPLOYEES

Re: Withholding Tax Deductions

Additional withholding tax deductions for age and blindness will become effective January 1, 1948. This applies to persons who are 65 years of age or older at the end of the taxable year (calendar) and persons who are blind.

"Aside from the '65-or-over' and 'blind' exemptions there are no changes in the number of exemptions allowed both on the final return and for withholding. These remain on a 'per capita' basis. To get the benefit of any exemption whatever, the employee must claim such exemption on Form W-4, the withholding exemption certificate. He may claim:

One ordinary exemption for himself,
One ordinary exemption for a husband or wife unless the latter is claiming his or her own exemption,
One additional exemption if he has attained or will attain 65 in the taxable year,
One additional exemption for a husband or wife who has attained 65 or will attain 65 in the taxable year, provided such husband or wife is not claiming his or her own '65-or over' exemption,
One additional exemption for himself if he will qualify as a blind person on the last day of the taxable year,
One additional exemption for a spouse who can qualify as such a blind person provided such husband or wife is not claiming his or her own 'blind' exemption,
One exemption for each dependent."

All members of our staff whose tax exemption status has changed since January 1, 1948, including those who can qualify for the additional exemptions listed above should file in the Business Office a new Employees' Withholding Exemption Certificate not later than June 15, 1948, in order that such certificates may be relayed to the State Auditor of Public Accounts. The birth date must be shown in the upper right hand corner of all W-4 forms.

May I state that regulations of the Auditor of Public Accounts provide for the filing of Withholding Exemption Certificates for changes in tax status only twice within the calendar year, namely, June and December

Edw. V. Miles, Jr.
Business Manager

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SOUTHERN ILLINOIS UNIVERSITY

COMMENCEMENT INSTRUCTIONS

June, 1948

For the Baccalaureate Service and the Commencement Exercises the faculty will meet in front of the new gymnasium to form in line for the Academic Procession. The members will march in alphabetical order. In case of rain the faculty will meet in the Old Gymnasium.

The candidates for degrees will meet in the Main Building; the candidates for the Master of Science in Education, and the Bachelor of Science in Education will assemble on the first floor. The candidates for the B.A. and B.S. degrees will assemble on the second floor. The groups will form in alphabetical line beginning at the central stairway.

The order will be the same for both Baccalaureate and Commencement. Be present by 5:00 P.M. Sunday, June 6, and by 9:00 A.M. on Friday morning, June 11.

In regard to Academic Costumes, "the cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except during prayer."* The position of the tassel has little if any significance but for the sake of uniformity the tassel should be placed so as to hang over the left front of the cap. Also, for the sake of appearance, the top of the cap should be parallel with the floor.

At the end of the Processional everyone should remain standing until after the Invocation. When all have marched in and are in place, the President will remove his cap at which time all men should do the same. After the invocation, all should be seated, the men replacing their caps. After the address, candidates will arise on signal. The group is presented, the degrees are conferred, and the diplomas presented as the students walk across the stage. To avoid errors each candidate should give his name to the person presenting him the diploma. All should remain standing until everyone is back in place. In case of doubt, all should look to the marshals for information.

Candidates must present financial clearance slips to the Registrar's Office before June 11 in order to receive their diplomas.

Two Commencement tickets are available to each graduate. Seats must be occupied by 9:15 as no reservations will be held after that time.

The bookstore will be open from 4:00 P.M. to 5:30 P.M. on Baccalaureate Day and from 8:00 A.M. to 12:00 A.M. and 1:00 P.M. to 4:00 P.M., the regular hours, on Commencement Day.

*The Educational Record, Vol. 16, July, 1935, pp. 357-361.

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SOUTHERN ILLINOIS UNIVERSITY

Carbondale, Illinois

June 3, 1948

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The Faculty
Southern Illinois University

Dear Faculty Member:

The Graduate Student Club of Southern Illinois University is giving a tea and reception Sunday, June 6, at 4:00 o'clock in the Little Theatre, in honor of members of the Club graduating on June 11 and August 6.

Members of the graduate faculty and their wives or husbands are cordially invited to attend.

Ted Cain, President
Graduate Student Club

TC:cs

cop. 2

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FACULTY BULLETIN

Issued from Office of the President
Chester F. Lay
Charles D. Tenney, Administrative Assistant

Vol. XIV, No. 7 June 11, 1948

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JUNE FACULTY MEETING

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SUMMER ADDRESSES

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INAUGURATION OF PRESIDENT WHITE

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INAUGURATION OF PRESIDENT FAGG

* * *

PUBLICATIONS BY ALUMNI

* * *

NEW FACULTY MEMBERS FOR THE SUMMER SESSION 1948

* * *

SOUTHERN'S COUNTY FAIR EXHIBIT

* * *

NOTICE TO FISCAL OFFICERS

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

JUNE FACULTY MEETING

The June faculty meeting will be held in the Little Theater at two-thirty o'clock Monday afternoon, June 14, shortly following the close of registration. The Department of Physiology and Health Education will be hosts at the tea with which the meeting begins.

* * *

SUMMER ADDRESSES

Will all faculty members who are not to be on the campus this summer kindly leave their addresses with Mrs. Pitkin in the President's Office?

* * *

INAUGURATION OF PRESIDENT WHITE

Dr. Dorothy Davies, Chairman of the Department of Physical Education for Women, represented Southern at the inauguration of Dr. Wilber Wallace White as President of the University of Toledo on May 11. The installation address was given by Dr. Raymond Walters, President of the University of Cincinnati, which is Dr. Davies' alma mater.

* * *

INAUGURATION OF PRESIDENT FAGG

Mr. Arthur W. Cox of the Class of 1924, who is now Superintendent of Schools at Long Beach, California, is representing Southern at the inauguration of Dr. Fred D. Fagg, Jr. as President of the University of Southern California on June 11.

* * *

PUBLICATIONS BY ALUMNI

Dr. Leslie L. Chisholm of the University of Nebraska, graduate from Southern in 1929, has recently published a book entitled GUIDING YOUTH IN THE SECONDARY SCHOOL.

Dr. John A. Stevenson, graduate who is giving our Commencement Address this year, has recently published a monograph on Walt Whitman.

NEW FACULTY MEMBERS FOR THE SUMMER SESSION 1948

The following new faculty members have special summer appointments beginning June 14, 1948:

Name	Rank	Department
Miss Mabel Carney	Professor	Education
Mr. Walter K. Correll	Faculty Assistant	University High School
Miss Doris Crader	Faculty Assistant	Foreign Language
Mr. Kenneth E. Cross	Instructor	University High School
Mr. Earl Dawes	Instructor	Education
Mr. Woodrow Fildes	Faculty Assistant	Mathematics
Mr. Woodson W. Fishback	Associate Professor	Education
Mr. Harry F. Jackson	Associate Professor	History
Mrs. Marjory D. Lyons	Instructor	Physical Education, Women
Dr. Eugene J. McFarland	Professor	Art
Dr. Irene A. Moke	Assistant Professor	Geography
Miss Thelma Phillips	Instructor	University High School
Mrs. Bernice L. Sickman	Faculty Assistant	Rural Education
Mr. David M. Stroup	Instructor	University High School
Miss Norma Trotter	Faculty Assistant	Registrar's Office
Miss Amy Turnell	Instructor	Physical Education, Women
Dr. Kenneth W. Wegner	Associate Professor	Mathematics
Mr. Arnold Wendt	Faculty Assistant	Mathematics

The following new faculty members, who are to teach this summer, will also be with us next fall:

Dr. W. J. Tudor	Associate Professor	Sociology
Mr. James J. Wilkinson	Instructor	Physical Education, Men

SOUTHERN'S COUNTY FAIR EXHIBIT

A special committee to make arrangements for a Southern Illinois University exhibit at the county fairs of Southern Illinois has been appointed with Miss Lorena Drummond as Chairman and Dr. Orville Alexander, Mr. John Allen, Dr. W. C. Bicknell, Mr. Raymond H. Dey, Mr. Donald A. Ingli and Mr. Ben Watkins as the other members. Please help if and when called on!

* * *

NOTICE TO FISCAL OFFICERS

All fiscal officers should comply with the following request which has come from the office of the Business Manager:

"It will save both your office and this office considerable extra work as well as avoid delay in the clearance of requisitions if you will insist that requests be submitted first to me in order that I may check them as to the proper accounts again which they are chargeable as well as to the availability of funds."

SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President June 30, 1948

SPECIAL BULLETIN

NOTICE TO STAFF MEMBERS AND STUDENTS

Since July 4, Independence Day, falls on Sunday this year, Monday, July 5, is being observed as a legal holiday. On July 5, therefore, classes will be dismissed and University offices will be closed.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

Office of the President July 10, 1948

Page 2

SPECIAL BULLETIN

JULY FACULTY MEETING

The July faculty meeting will be held in the Auditorium at three o'clock Thursday afternoon, July 15.

MEETING OF THE LONG TERM PLANNING COMMITTEE

There will be a meeting of the Long Term Planning Committee in the President's Office Wednesday afternoon, July 14, at three-thirty o'clock.

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SUMMER SESSION EXAMINATIONS

For the information of the faculty, the following statement of final examination policy for the current summer session, which was recommended and approved at a meeting of the Council Advisory to the President February 20, 1948, is included:

Seniors graduating in August were excused from final examinations in June to attend the events of Senior Week. They will, therefore, not be excused from final examinations in August.

There will be no special examination schedule published for the summer session, because the class periods are sufficiently long for each faculty member to hold the final examination at the last regular class period.

The August commencement will be held Friday, August 6, and there will be no classes on that date.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

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CORRECTION

For the Week of July 17-24, 1948

WEDNESDAY, July 21

6:15 P.M.

Dinner. The University is presenting Mr. John Jacob Niles, artist and folklorist, who will present the program at an open meeting of the Illinois Folklore Society. Those attending will pass through the Cafeteria line. Send reservations to Tina Goodwin, 409 West Monroe St., Carbondale. Those who cannot come to the dinner are welcome to come for the musical program at 7:15, at the entrance to the auditorium. Faculty, students and the public invited.

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CARBONDALE, ILLINOIS

UNIVERSITY LIBRARY ILLINOIS

Office of the President July 21, 1948

SPECIAL BULLETIN

FOLKLORE LECTURES AND RECITALS

Dr. Vera L. Peacock, Chairman of the Department of Foreign Languages, would appreciate your giving the following information to your students today:

Mrs. Mary Agnes Starr, authority on French-Canadian folklore, will be on the campus Thursday, July 22. Mrs. Starr will discuss life in the French settlements in Canada and the Northern states and will sing French folk songs with an autoharp accompaniment in three classes during the day and at a public performance in the evening. All faculty members and students are invited to visit the classes and to attend the evening performance. Those interested are urged to eat dinner at six o'clock at the cafeteria with Mrs. Starr.

Mrs. Starr will speak in the following classes:

Music 342 at 10:20	Auditorium Stage
French 102 at 11:00	Foreign Language House
French 103 at 11:45	Foreign Language House

The evening performance will be at seven-thirty o'clock at the entrance to the Auditorium.

Charles D. Tenney
Administrative Assistant
to the President

CDT:jc

FACULTY BULLETIN

Issued from Office of the President

Chester F. Lay

Charles D. Tenney, Administrative Assistant

Copy 1
July 26, 194

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CHANGES IN COMMITTEE ASSIGNMENTS

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SUMMER SESSION EXAMINATIONS AND COMMENCEMENT

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DEAN LAWSON'S RETURN

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PLAY NIGHT

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GOVERNMENT SURPLUS PROPERTY

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SOUTHERN ILLINOIS UNIVERSITY

CARBONDALE, ILLINOIS

CHANGES IN COMMITTEE ASSIGNMENTS

Mr. Ernest Wolfe has been named Chairman of the Committee on Veterans Services in General for the remainder of this year.

Mr. Robert Steffes is serving as Chairman of the University Publications Committee for the summer only since Dr. Georgia Winn is not on the campus.

* * *

SUMMER SESSION EXAMINATIONS AND COMMENCEMENT

At a meeting of the Council Advisory to the President immediately following the faculty meeting last Thursday, the examination policy for the current summer session was discussed as desired by the faculty. The Advisory Council felt that any faculty members who needed more than one and one-half hours for their final examinations this summer could arrange to take any additional time required from the next to the last class, using the last meeting, however, for the bulk of the examination.

For purposes of clarification we restate the policy as amended:

Seniors graduating in August at the end of the current summer session will not be excused from final examinations in August.

There will be no special examination schedule published for the summer session and examinations will be held at the last regular class period before August 6. If the last class period does not provide sufficient time for the examination, any additional time necessary can be taken from the next to the last regular class period.

The August commencement will be held Friday, August 6, and there will be no classes on that date.

Faculty members will participate in the Commencement program as usual except that academic caps and gowns will not be worn.

* * *

DEAN LAWSON'S RETURN

Dr. Douglas E. Lawson, our new Dean of the College of Education, is expected to return to the campus and to take up his duties this week. I am confident that all of us wish him success in his new responsibilities.

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PLAY NIGHT

The Women's and Men's Physical Education Departments are sponsoring a Play Night Tuesday evening, July 27, from seven to nine o'clock. This will be held on the lower athletic field and is open to all students and faculty members. Because of rain, the Play Night scheduled for June 20 could not be held.

There will be various types of games, including horseshoe pitching, croquet, washer pitching, badminton, volleyball, deck tennis, volley tennis and table tennis.

It is hoped that a large number of those here for the 1948 summer session will be able to take advantage of this opportunity for recreation.

* * *

GOVERNMENT SURPLUS PROPERTY

The Government surplus property listed below has just been received from the Public Housing Administration. Department chairmen and heads of offices are asked to notify Mr. Ernest Wolfe, Veterans Housing Supervisor, immediately if they would like to have any of this equipment. Allocation will be reported after conflicting needs have been studied.

4	Filing Cabinets, wood
6	Chairs, wood, straight
1	Typewriter, Royal, Serial No. KMM 2096062, 10"
3	Transfer cases, metal
1	Cabinet, metal, double door, 72" x 36"
3	Tables, metal, 72" x 24"
1	Table, oak, 72" x 33"
2	Desks, oak, w/drawers, 58" x 32"
2	Chairs, swivel, w/arms
2	Desks, metal, w/drawers, 60" x 34"
1	Table, oak, 54" x 32"
1	Typewriter, Underwood, Serial No. S5374004-14, 14"
1	Desk, oak, w/drawers, 60" x 34"
1	Desk, walnut, w/drawers, 52" x 27"
1	Desk, walnut, w/drawers, 58" x 34"
1	Desk, mahogany, w/drawers, 58" x 30"
1	Chair, swivel, w/o arms
2	Chairs, swivel, w/arms
1	Typewriter, Royal, Serial No. KMM 2664104, 10"
1	Adding Machine, Electric, Sundstrand, No. 323797
1	Adding Machine, Electric, Sundstrand, No. 260367
1	Adding Machine, Electric, Monroe, No. 30808
1	Adding Machine, Hand Operated, Burroughs, A-496501
1	Adding Machine, Hand Operated, Burroughs, A-477465
1	Fan, Electric, Non-Oscillating, No. 170-2-R, 16"
1	Fan, Electric, Oscillating, No. 91648-AD

GOVERNMENT SURPLUS PROPERTY (Continued)

1	Desk, executive, wood, size 60" x 34"
2	Chairs, wood, w/leather back & seat, wood arms
1	Chair, executive, swivel, wood, w/arms
2	Chairs, executive, swivel, wood, w/o arms
2	Transfer cases, legal, metal
22	Stapling Machines
7	Staple removers
20	Punch, paper, two-hole
1	Pencil sharpener
2	Date stamp, Cook
1	Typewriter, Underwood, Serial No. 3926018, 12" Pica
1	Adding Machine, Electric, Underwood, No. P-46992
1	Cabinet, steel, filing, 4-drawer, legal
1	Desk, w/drawers, wood, 34" x 60"
2	Desks, stenographer, oak, 32" x 60"
2	Desks, typist, metal, 34" x 45"
1	Chair, swivel, wood
2	Chairs, stenographer, wood, upholstered
2	Chairs, executive, wood
1	Transfer Case Base
1	Date Stamp
1	Time & Date Stamp
1	Table, oak, 32" x 60"

SOUTHERN ILLINOIS
UNIVERSITY LIBRARY

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SOUTHERN ILLINOIS UNIVERSITY

COMMENCEMENT INSTRUCTIONS

August, 1948

For the Commencement Exercises the faculty will meet in front of the new gymnasium to form in line for the Academic Procession. The faculty will not wear academic regalia for this August Commencement. The members will march in alphabetical order. In case of rain the faculty will meet in the Old Gymnasium.

The candidates for degrees will meet in the Main Building; the candidates for the Master of Science in Education, and the Bachelor of Science in Education will assemble on the first floor. The candidates for the B.A. and B.S. degrees will assemble on the second floor. The groups will form in alphabetical line beginning at the central stairway.

Everyone should be present by 9:00 A.M. on Friday morning, August 6.

In regard to Academic Costumes, the cap is an essential part of the academic dress and is to be retained on the head throughout all academic exercises except during prayer. The position of the tassel has little if any significance but for the sake of uniformity the tassel should be placed so as to hang over the left front of the cap. Also, for the sake of appearance, the top of the cap should be parallel with the floor.

At the end of the Processional everyone should remain standing until after the Invocation. When all have marched in and are in place, the President will remove his cap at which time all men should do the same. After the invocation, all should be seated, the men replacing their caps. After the address, candidates will arise on signal. The group is presented, the degrees are conferred, and the diplomas presented as the students walk across the stage. All should remain standing until everyone in his group is back in place. In case of doubt, all should look to the marshals for information.

Candidates must present financial clearance slips to the Registrar's Office before August 6 in order to receive their diplomas.